





[Your Full Name]

 City, Country •  Phone Number •  Email Address •  LinkedIn / Portfolio / GitHub
(optional)

PROFESSIONAL SUMMARY (3–4 lines max)

Brief, impactful summary highlighting your experience, key skills, and what you bring to the table. Tailor this to the job you're applying for.

Example:

Results-driven Digital Marketing Specialist with 5+ years of experience boosting online engagement by 40% through data-driven SEO, PPC, and content strategies. Proven track record in cross-functional project leadership and client retention.

CORE COMPETENCIES / SKILLS

(A concise bullet or grid list – keep it job-relevant)

- Data Analysis & Reporting
 - Strategic Planning
 - Project Management
 - Budget Forecasting
 - CRM Tools (Salesforce, HubSpot)
 - Adobe Creative Suite / Figma
 - Python / SQL / R (if technical)
 - Stakeholder Engagement
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PROFESSIONAL EXPERIENCE (*Most recent first*)

Job Title

Company Name – Location | Month Year – Month Year

- Achieved **specific result** by doing **task/strategy** that led to **business outcome**.
- Led a team of X in delivering [project], improving [metric] by Y%.
- Implemented [tool/strategy], reducing [cost/time] by Z%.

Job Title

Company Name – Location | Month Year – Month Year

- Bullet points (use action verbs, quantify where possible).
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EDUCATION

Degree / Qualification

Institution Name – Location | Year of Graduation

(Optional: include achievements or relevant modules)

CERTIFICATIONS & COURSES *(if applicable)*

- Google Analytics Certified (2024)
 - Meta Digital Marketing Associate (2025)
 - Project Management Professional – PMP® (In Progress)
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PROJECTS / PORTFOLIO *(Optional – especially for tech/creative roles)*

Project Name – Short description with impact/result (include link if available)

Tool/Tech Used: React, Firebase, Figma

EXTRAS / VOLUNTEER EXPERIENCE / AWARDS *(Optional)*

- Volunteer Mentor, Code for Good (2023–Present)
- Employee of the Month – XYZ Corp (Mar 2024)