



CRYSTAL ROBERTS


P R O F E S S I O N A L T I T L E

When you're putting together your resume, really take the time to shine a light on what makes you, well, you! What are your special skills and talents? What are you passionate about? What gets you excited and motivated? And, of course, how does all of this make you a perfect match for the job? Don't be shy about selling yourself! The more confidence you show in what you bring to the table, the better your chances. And here's a little tip: throw in some specific numbers or data to back up your achievements.

 555-555-555

 crystal.r@example.com

 Toronto, ON

 [Linkedin.com/in/username](#)

EDUCATION

DEGREE NAME
Institution Name, Location
Field of Study
Start Date – End Date

EXPERTISE

PROFESSIONAL

- Analytical problem-solving
- Strong organizational skills
- Expertise in conflict handling
- Integrity and ethical behavior
- Excellent negotiation skills
- Leadership experience

TECHNICAL

- Social media marketing
- Email marketing automation
- Strong understanding of SEO
- MarTech platform experience
- Video editing and production
- Conversion rate optimization
- Advanced HTML/CSS

INTERESTS

The hobbies or interests can be a great way to add personality and depth to your resume, and they can also help you connect with hiring managers on a personal level.

PROFESSIONAL EXPERIENCE

Position Title Here
Company, Location

Date – Present

- Tailor your resume to the specific job you are applying for. This means highlighting the skills and experience that are most relevant to the job. For example, if you are applying for a job as a marketing manager, you would want to highlight your experience in developing marketing campaigns.
- Quantify your results whenever possible. This will help employers understand the tangible impact of your work. For example, instead of saying "Increased sales," say "Increased sales by 15% or more."
- Use specific examples to illustrate your skills and experience. This will make your resume more concrete and memorable. For example, instead of saying "Experienced in customer service," say "Provided excellent customer service to over 1,000 customers per month."

Position Title Here
Company, Location

Date – Date

- Use action verbs that are powerful and unique (founded, strengthened, driven, generated, supervised) to increase your chances of capturing the attention of any potential employer. This will move you one step closer in getting hired.
- Correlate these action verbs with specificity and impact. Rather than stating "Managed a team of 10 employees," highlight your leadership skills with "Led a team of 10, resulting in a 15% sales increase."
- Take the time to proofread your resume - multiple times, if necessary - until every word is perfect. Typos can make you look unprofessional, and like you didn't care enough to read your resume before you sent it out.
- Get feedback from other on your resume. Ask a friend, family member, or a career counselor to review your resume and give you feedback.

Position Title Here
Company, Location

Date – Date

- Use at least three to four bullet points to describe each job position. This will give the recruiter a good overview of your skills and experience.
- Keep your resume updated regularly, even if you're not actively job hunting, so you're always ready to seize new opportunities and advance your career.
- Try to keep each bullet point at a minimum of two lines long and never more than three. This will make your resume easy to read and scan.
- Avoid using clichés and overused buzzwords. Instead, opt for clear, descriptive language that vividly portrays your skills, and accomplishments.

PROFESSIONAL DEVELOPMENT

Class, Course or Workshop
Organization, Location

Date – Date

Class, Course or Workshop
Organization, Location

Date – Date