



APRIL

WEISENBURG

PROFESSIONAL TITLE

Write your professional value statement that succinctly summarizes your professional experience, qualifications, and skills. Tell your story. Who are you? What is your background? Using a summary statement is not a must, but it can be a great way to set the hiring manager or recruiter's expectations. Include 4-5 lines of information that tells a little about your work experience and accomplishments with measurable results. Make sure the information you include aligns with the job requirements.

CONTACT

Phone: 212-555-1212

Email: youremail@email.com

Address: City, State

LinkedIn: LinkedIn.com

COMPETENCIES

Social Media Management

Campaign Development

Content Creation

Marketing and Advertising

Expense Management

Lead Generation

Client Education

Brand Management

EDUCATION

Bachelor of Arts, Marketing

University of Pennsylvania

Philadelphia, PA

TECHNICAL SKILLS

Photoshop, Canva, Flickr, Adobe

Microsoft Office, Word, Excel

PowerPoint

WORK EXPERIENCE

COMPANY NAME

Year-Year

JOB TITLE

Write a brief description of your current/or most recent job here. Example: Manage a budget of \$950K and all operational activities for the Sales department including assigning work, expense management, client development, sales training, team performance management, and service delivery.

- List up to 10-15 years of relevant work experience on your resume.
- Include responsibilities and experiences that align with the key skills and job requirements listed by the employer.
- Be brief and succinct as possible when listing your responsibilities with a maximum of two or three lines per bullet.
- EXAMPLE: Created social media and marketing strategies for company brand that grew client base by 65%.
- Negotiated and saved an at-risk client and successfully signed a 5-year deal that generated \$2M.

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- Be brief and succinct as possible when listing your responsibilities with a maximum of two or three lines per bullet.
- Highlight/ quantify your accomplishments/key contributions to show how you contributed and impacted your team/organization. Make sure they are relevant to the job.