

# YOUR NAME

## Content Editor



LinkedIn Profile: [linkedin.com/in/name](https://www.linkedin.com/in/name)

hello@reallygreatsite.com | +123-456-7890 | @reallygreatsite

[My Portfolio](#)

## Work Experience



### Content Editor

Harper and Partners Inc., a global advertising firm that specializes in reaching online audiences

*March 2022 to August 2025*

*(3 years, 5 months)*

- Achieved a 30% increase in social media followers by developing a strong content strategy that led to a 5% growth in sales within six months
- Boosted clients' brand recognition by 50% by developing new ideas and fresh content marketing strategies
- Increased our client base by 50% by seeking opportunities for partnership with advertisers



### Senior Copywriter

Schuester Digital Media Group

*November 2020 to January 2022 (1 year, 2 months)*

- Boosted our monthly output by 80% by creating daily articles, story ideas, and social media posts
- Improved the team's copy by 10% by identifying gaps in existing online content and collaborating with editors during research
- Produced online content and marketing copy by leading a team of writers and editors to promote the products and services of key clients

## Relevant Skills

- Search Engine Optimization
- Digital Marketing
- Web Content Writing

## Education History



### Master of Arts in Literature

Institution: University of Roseton

Year of Graduation: 2020

- Best Thesis
- Awardee, Roseton Scholarship



### Bachelor of Arts in Literature with a Minor in Creative Writing

Institution: De Loureigh University

Year of Graduation: 2016

- Cum Laude
- President, De Loureigh Debate Club
- 1st Place, 2015 Best Short Story

## Volunteer Work, Awards, Affiliations, and Interests

### Volunteer Teacher

Lily River Children's Foundation

2021 to Present

Every month, I volunteer to teach children ages 5 to 7 years old how to read and write in English.

### Young Marketer of the Year Award

Talens Marketing Association

2023

I was recognized for my achievements as a role model in copy writing, digital marketing, and innovation.

# Resource Page

## Some tips for creating an effective CV

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You want your CV to have a link to your **LinkedIn account** and your **portfolio site** so recruiters can immediately see what you've accomplished.

**Add the logo of the companies you have worked in.** Link their website or LinkedIn profiles too. Write a short description of what the company does if they are not well known.

**Remember to add how long you have stayed in a particular role.** Write out the years and months. Example: Jan 2020 to June 2022 (2 years and 5 months).

When writing out your achievements and responsibilities for a job, it is ideal to follow this format: **"I have achieved X by doing Y with a result of Z."** Quantitative information is highly preferred.

**Only list skills you are confident in and are relevant to the job.** You may also list specific software or tools that are important to the role.

**Adding your photo to a CV is optional.** Photos help recruiters remember you, but there is a risk of unconscious bias.

**Adding volunteer work and other interests is optional.** Information under this section may seem irrelevant but it can build rapport with recruiters.

**Do not crowd your CV.** Feel free to use a second page, which usually features your educational background and other achievements and awards.

Ensure that the CV's design aesthetic **matches the job you are applying for.** For creative roles, you may prefer CVs with a touch of color. For more corporate roles, go for a more simple design.

**Having a list of references is no longer required in CVs.** The same goes for a summary or objective section.

**Important:** Download your CV as a **PDF**. Do not use docx, png, or jpg since an applicant tracking system may not be able to properly display the file or scan the text.

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## What recruiters usually look for in a CV (in order of importance):

- Experience
  - Role or Title
  - Company's Credibility
  - Results, Responsibilities, Achievements
  - Portfolio
  - Contact Information
  - Skills & Relevant Software
  - Educational Background
  - Volunteering and Other Interests
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