

SMITH MATTHEW

UX DESIGNER

P: +1 2345 6789 1023
E: yourname@company.com
Avenue Road, NY

PROFILE

There are many variations of the passages of Lorem Ipsum sit from available but at the of majority have as the alteration in some of form, by the humour or may om randomised words of which look even on slightly from believable. Lorem Ipsum is simply dummy texts of the printing and tresetting on industry on the Ipsum.

SKILLS

- User Interface
- Visual Design
- Web Design
- Branding
- Graphic Design
- UI/UX

EXPERIENCE

YOUR JOB TITLE | 2032 - 2034
COMPANY NAME

Lorem Ipsum is simply dummy texts of the printing and tresetting on industry Ipsum has been the industry's standard's dummy text evers since the 1500s the Lorem unknown printer took that galley of type and the words Lorem.

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- Majority have suffered of dummy alteration industry in lo
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YOUR JOB TITLE | 2032 -
COMPANY NAME

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EDUCATION

MASTER DEGREE
UNIVERSITY NAME
2030-2032

B DEGREE
UNIVERSITY NAME

Resume / CV

- Effective Resume
- Resume Format Principals
- Korean Resume vs English Resume

Helen Baek @IMG 2023



101 East 28th Street
San Francisco, 94109 California
+1 415 434 7591
contact@williammitchell.co
williammitchell.co

BIOGRAPHY

I'm an experienced graphic designer and product creator from the foggy shores of San Francisco. I have four years of work experience in creative positions. I look to have my clients and team work with my skills and my design sense. I'm a huge fan of the Web 2.0 and how everything is done.

f / williammitchell
t / williammitchell
in / williammitchell

EXPERIENCE

- SENIOR PRODUCT DESIGNER**
Graphic Workshop | Jan 10 -
I've been working at Graphic Workshop since 2010. I've been responsible for leading the design team and working with clients to create a variety of products. I've also been responsible for managing the design process and ensuring that all projects are completed on time and to a high standard.
- GRAPHIC DESIGNER**
Graphic Workshop | Mar 10 - Dec 10
I've been working at Graphic Workshop since 2010. I've been responsible for leading the design team and working with clients to create a variety of products. I've also been responsible for managing the design process and ensuring that all projects are completed on time and to a high standard.
- UX DESIGNER**
Graphic Workshop | Jan 10 - Feb 10
I've been working at Graphic Workshop since 2010. I've been responsible for leading the design team and working with clients to create a variety of products. I've also been responsible for managing the design process and ensuring that all projects are completed on time and to a high standard.

EDUCATION

- GRAPHIC DESIGN**
Maricopa Community College | Aug 08 - May 10
I've been working at Maricopa Community College since 2008. I've been responsible for leading the design team and working with clients to create a variety of products. I've also been responsible for managing the design process and ensuring that all projects are completed on time and to a high standard.
- BACHELOR'S DEGREE**
Colorado Springs College | Aug 08 - May 09
I've been working at Colorado Springs College since 2008. I've been responsible for leading the design team and working with clients to create a variety of products. I've also been responsible for managing the design process and ensuring that all projects are completed on time and to a high standard.
- GRADUATE**
Colorado High School | Jan 08 - May 08
I've been working at Colorado High School since 2008. I've been responsible for leading the design team and working with clients to create a variety of products. I've also been responsible for managing the design process and ensuring that all projects are completed on time and to a high standard.

LANGUAGE SKILLS

Born in central Spain in America, I speak Spanish and French in college and traveling.



REFERENCES

Jordan Bumbardis | CEO at Graphic Workshop
+1 415 754 7591
Markus Eriksson | CEO at Creative Workshop
+1 415 754 7591

SKILLS



Agenda

Agenda

Topics Covered

국문 이력서와 영문 이력서 차이점 보기

Resume Format

Effective Resume Layout & Structure

이 력 서

1. 인 적 사 항

성명 (한글)		성명 (영문)	
생년월일		성별	
병역사항		보훈 대상 여부	
현주소			
연락처		E-Mail	

2. 학 력 사 항

기간 (년, 월)	학교명 (학위)	전공학과	학점 / 만점	소재지
-				
-				
-				
-				

3. 자 격 증 및 교 육 사 항

자격 / 면허	취득일자 (년, 월)	자격 및 교육명	발급기관	점수 / 등급
외국어 공인시험				

4. 수 상 경 력

일자	단체	내용

5. 경 력 사 항

회사명	
근무기간	
근무부서 / 직위	

Understadning Korean Resume

이력서

1. 인적사항

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병역사항		보훈 대상 여부	
현주소			
연락처		E-Mail	

2. 학력사항

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-				
-				
-				

3. 자격증 및 교육사항

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외국어 공인시험				

4. 수상경력

일자	단체	내용

5. 경력사항

회사명	
근무기간	
근무부서 / 직위	

Understadning Korean Resume

01

Purpose

기업이 필요로 하는 경력과 자질을 갖추었는지를 확인하는 절차

이력서

1. 인적 사항

성명 (한글)		성명 (영문)	
생년월일		성별	
병역사항		보훈 대상 여부	
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연락처		E-Mail	

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Understadning Korean Resume

01

Purpose

기업이 필요로 하는 경력과 자질을 갖추었는지를 확인하는 절차

02

Format

기업 별 규격화 된 형식이 존재하여 정해진 항목을 채워 나가는 형식

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외국어 공인시험				

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Content

사진, 개인 정보, 학력, 자격증 등 신상 관련 정보가 대부분으로, 다소 규격화된 내용

STEPHANIE CHAVEZ

UX DESIGNER

WWW.STEPHANIE.COM

hello@stephanie.com

+48 533 600 136

Avenue sp. z o.o.
Level 27-29
50-123 parkroad
California

PROFILE

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EXPERIENCE

- 2045 - 2050**
UX/UI Designer • **COMPANY NAME**
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Visual Artist • **COMPANY NAME**
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Understadning English Resume

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Understadning English Resume

01 Purpose

직무 수행을 위해 필요한 경험과
역량 및 성장 가능성을 보여주는 절차

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Understadning English Resume

01 Purpose

직무 수행을 위해 필요한 경험과
역량 및 성장 가능성을 보여주는 절차

02 Format

형식이 자유로우며 지원한 직무
에 맞게 원하는 카테고리를
선택해 작성

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Understadning English Resume

01 Purpose

직무 수행을 위해 필요한 경험과 역량 및 성장 가능성을 보여주는 절차

02 Format

형식이 자유로우며 지원한 직무에 맞게 원하는 카테고리를 선택해 작성

03 Content

최소한의 개인 정보, 학력, 직무 관련 경험, 보유 기술 등 개인 능력 위주의 내용

JONATHAN WALTON

SENIOR EXECUTIVE, HEALTHCARE & LIFE SCIENCES

PROFILE

Proven execution specialist recognized for successfully leading complex supply chain, manufacturing and distribution operations within the pharmaceutical industry, offering a concrete portfolio of growth, finance, P&L and multi-site team management in addition to successfully developing multi-million dollar and multi-product lines of business in order to ensure the achievement of global organizational goals.

SKILLS

Operations / Major project leadership
Cost optimization / Capital expansions
Supply chain / Distribution / Production
Quality / Schedule management
Achievement of synergy targets

EDUCATION

EXECUTIVE MBA
McGill University / HEC
2015

BACHELOR OF ENGINEERING

COMPUTER SKILLS

MICROSOFT OFFICE
(Word, Excel, Power Point, Visio, Project)

SAP

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Resume

CV

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(Word, Excel, Power Point, Visio, Project)

SAP

Resume : 이력서

한 페이지로 이루어진 간결한 문서

JONATHAN WALTON

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Resume : 이력서

한 페이지로 이루어진 간결한 문서

CV : Curriculum Vitae 삶의 과정

경력, 학력, 수상경력 및 성과

비교적 자세히 기술한 문서

August 17, 2020

Jane Smith
Director, Human Resources
Acme Company
123 Business Rd.
Business City, CA 54321

Dear Ms. Smith,

I am interested in the author's assistant position at Acme Company, as advertised on LinkedIn. I am currently employed as legislative director for Assemblywoman Nora Kiel, Chairperson of the NYS Assembly. I believe that the skills and experiences I have gained at this position make me an ideal candidate for the job of author's assistant.

As legislative director, I have developed strong writing and editing skills. For example, one of my main duties is to prepare Assemblywoman Nora Kiel's personal legislation, which deals with issues related to her position as Senior Member of the NYS Assembly Standing Committee.

This duty requires meticulous writing and editing skills, and an ability to convey complex legal ideas clearly. I have prepared dozens of pieces of legislation and received praise for the clarity of my writing.

I have also gained extensive experience in legal and policy research – fields that you state the author's assistant must be familiar with. My experience in the NYS Assembly has afforded me the opportunity to become familiar with the consolidated and unconsolidated laws of the State of New York. In particular, through my work with Assemblywoman Nora Kiel, I have become heavily involved in the current welfare and Medicaid reform movement. I am always eager to learn more about state legislation, reading up on these topics on my own time to become more knowledgeable. I would love to bring this passion for policy and law to your company.

I am confident that my experience in the Legislature and my research and writing skills qualify me for consideration. If you would like, I can provide you with current samples of my work. I have also enclosed my resume. I look forward to meeting with you and discussing my qualifications in more detail.

Sincerely,

Joseph Q. Applicant (signature hard copy letter)

JOHN SMITH

123 Your Address
City, State, Zip Code
(xxx)-xxx-xxxx
youremail@gmail.com

Administrative Assistant with 6+ years of experience organizing presentations, preparing facility reports, and maintaining the utmost confidentiality. Possess a B.A. in History and expertise in Microsoft Excel. Looking to leverage my knowledge and experience into a role as Project Manager.

PROFESSIONAL EXPERIENCE

REDFORD & SONS, Boston, MA

Administrative Assistant, September 2015 – Present

- Schedule and coordinate meetings, appointments, and travel arrangements for supervisors and managers
- Trained 2 administrative assistants during a period of company expansion to ensure attention to detail and adherence to company policy
- Developed new filing and organizational practices, saving the company \$3,000 per year in contracted labor expenses
- Maintain utmost discretion when dealing with sensitive topics
- Manage travel and expense reports for department team members

BRIGHT SPOT LTD, Boston, MA

Secretary, June 2011 – August 2015

- Typed documents such as correspondence, drafts, memos, and emails, and prepared 3 reports weekly for management
- Opened, sorted, and distributed incoming messages and correspondence
- Purchased and maintained office supply inventories, and being careful to adhere to budgeting practices
- Greeted visitors and determined to whom and when they could speak with specific individuals
- Recorded, transcribed and distributed minutes of meetings

EDUCATION

RIVER BROOK UNIVERSITY, Chicago, IL

Bachelor of Arts in History, May 2011

- Honors: *cum laude* (GPA: 3.6/4.0)

ADDITIONAL SKILLS

- Expert in Microsoft Office, with a focus on Excel
- Bilingual in Spanish and English
- Web and tech savvy, require little to no training

COVER LETTER

123 Main Street, Anytown, CA 12345 · 555-212-1234 · josephq@email.com

August 17, 2020

Jane Smith
Director, Human Resources
Acme Company
123 Business Rd.
Business City, CA 54321

Dear Ms. Smith,

I am interested in the author's assistant position at Acme Company, as advertised on LinkedIn. I am currently employed as legislative director for Assemblywoman Nora Kiel, Chairperson of the NYS Assembly. I believe that the skills and experiences I have gained at this position make me an ideal candidate for the job of author's assistant.

As legislative director, I have developed strong writing and editing skills. For example, one of my main duties is to prepare Assemblywoman Nora Kiel's personal legislation, which deals with issues related to her position as Senior Member of the NYS Assembly Standing Committee.

This duty requires meticulous writing and editing skills, and an ability to convey complex legal ideas clearly. I have prepared dozens of pieces of legislation and received praise for the clarity of my writing.

I have also gained extensive experience in legal and policy research – fields that you state the author's assistant must be familiar with. My experience in the NYS Assembly has afforded me the opportunity to become familiar with the consolidated and unconsolidated laws of the State of New York. In particular, through my work with Assemblywoman Nora Kiel, I have become heavily involved in the current welfare and Medicaid reform movement. I am always eager to learn more about state legislation, reading up on these topics on my own time to become more knowledgeable. I would love to bring this passion for policy and law to your company.

I am confident that my experience in the Legislature and my research and writing skills qualify me for consideration. If you would like, I can provide you with current samples of my work. I have also enclosed my resume. I look forward to meeting with you and discussing my qualifications in more detail.

Sincerely,

Joseph Q. Applicant (signature hard copy letter)

RESUME/CV

JOHN SMITH

123 Your Address
City, State, Zip Code
(xxx)-xxx-xxxx
youremail@gmail.com

Administrative Assistant with 6+ years of experience organizing presentations, preparing facility reports, and maintaining the utmost confidentiality. Possess a B.A. in History and expertise in Microsoft Excel. Looking to leverage my knowledge and experience into a role as Project Manager.

PROFESSIONAL EXPERIENCE

REDFORD & SONS, Boston, MA

Administrative Assistant, September 2015 – Present

- Schedule and coordinate meetings, appointments, and travel arrangements for supervisors and managers
- Trained 2 administrative assistants during a period of company expansion to ensure attention to detail and adherence to company policy
- Developed new filing and organizational practices, saving the company \$3,000 per year in contracted labor expenses
- Maintain utmost discretion when dealing with sensitive topics
- Manage travel and expense reports for department team members

BRIGHT SPOT LTD, Boston, MA

Secretary, June 2011 – August 2015

- Typed documents such as correspondence, drafts, memos, and emails, and prepared 3 reports weekly for management
- Opened, sorted, and distributed incoming messages and correspondence
- Purchased and maintained office supply inventories, and being careful to adhere to budgeting practices
- Greeted visitors and determined to whom and when they could speak with specific individuals
- Recorded, transcribed and distributed minutes of meetings

EDUCATION

RIVER BROOK UNIVERSITY, Chicago, IL

Bachelor of Arts in History, May 2011

- Honors: *cum laude* (GPA: 3.6/4.0)

ADDITIONAL SKILLS

- Expert in Microsoft Office, with a focus on Excel
- Bilingual in Spanish and English
- Web and tech savvy, require little to no training

COVER LETTER

Personal Info, Contact Details & Date	1	<p>123 Main Street, Anytown, CA 12345 · 555-212-1234 · josephq@email.com</p> <p>August 17, 2020</p>
Company's Details	2	<p>Jane Smith Director, Human Resources <i>Acme Company</i> 123 Business Rd. Business City, CA 54321</p>
Salutation/ Greeting	3	<p>Dear Ms. Smith,</p>
An Introduction that grabs their attention	4	<p>I am interested in the author's assistant position at Acme Company, as advertised on LinkedIn. I am currently employed as legislative director for Assemblywoman Nora Kiel, Chairperson of the NYS Assembly. I believe that the skills and experiences I have gained at this position make me an ideal candidate for the job of author's assistant.</p>
Reasons you're perfect for the company	5	<p>As legislative director, I have developed strong writing and editing skills. For example, one of my main duties is to prepare Assemblywoman Nora Kiel's personal legislation, which deals with issues related to her position as Senior Member of the NYS Assembly Standing Committee.</p> <p>This duty requires meticulous writing and editing skills, and an ability to convey complex legal ideas clearly. I have prepared dozens of pieces of legislation and received praise for the clarity of my writing.</p>
Reasons you're perfect for the company	5	<p>I have also gained extensive experience in legal and policy research – fields that you state the author's assistant must be familiar with. My experience in the NYS Assembly has afforded me the opportunity to become familiar with the consolidated and unconsolidated laws of the State of New York. In particular, through my work with Assemblywoman Nora Kiel, I have become heavily involved in the current welfare and Medicaid reform movement. I am always eager to learn more about state legislation, reading up on these topics on my own time to become more knowledgeable. I would love to bring this passion for policy and law to your company.</p>
A compelling & strong finish	6	<p>I am confident that my experience in the Legislature and my research and writing skills qualify me for consideration. If you would like, I can provide you with current samples of my work. I have also enclosed my resume. I look forward to meeting with you and discussing my qualifications in more detail.</p>
A closing sentiment & your name	7	<p>Sincerely,</p> <p><i>Joseph Q. Applicant</i> (signature hard copy letter)</p>

RESUME/CV

Personal Info, Contact
Details & Date

1

JOHN SMITH

123 Your Address
City, State, Zip Code
(xxx)-xxx-xxxx
youremail@gmail.com

Skills Summary

2

Administrative Assistant with 6+ years of experience organizing presentations, preparing facility reports, and maintaining the utmost confidentiality. Possess a B.A. in History and expertise in Microsoft Excel. Looking to leverage my knowledge and experience into a role as Project Manager.

Work Experience

3

PROFESSIONAL EXPERIENCE

REDFORD & SONS, Boston, MA

Administrative Assistant, September 2015 – Present

Primary responsibilities

4

- Schedule and coordinate meetings, appointments, and travel arrangements for supervisors and managers
- Trained 2 administrative assistants during a period of company expansion to ensure attention to detail and adherence to company policy
- Developed new filing and organizational practices, saving the company \$3,000 per year in contracted labor expenses
- Maintain utmost discretion when dealing with sensitive topics
- Manage travel and expense reports for department team members

Work Experience

5

BRIGHT SPOT LTD, Boston, MA

Secretary, June 2011 – August 2015

Primary responsibilities

6

- Typed documents such as correspondence, drafts, memos, and emails, and prepared 3 reports weekly for management
- Opened, sorted, and distributed incoming messages and correspondence
- Purchased and maintained office supply inventories, and being careful to adhere to budgeting practices
- Greeted visitors and determined to whom and when they could speak with specific individuals
- Recorded, transcribed and distributed minutes of meetings

Education

7

EDUCATION

RIVER BROOK UNIVERSITY, Chicago, IL

Bachelor of Arts in History, May 2011

- Honors: *cum laude* (GPA: 3.6/4.0)

Qualifications

8

ADDITIONAL SKILLS

- Expert in Microsoft Office, with a focus on Excel
- Bilingual in Spanish and English
- Web and tech savvy, require little to no training

RICHARD MARSHALL

UX / UI DESIGNER

CONTACT

- hello@richardmarshall.com
- + 452 56 4332 4456. + 452 56 4332 4456
- 007 Riley Street, Furry Hills 3050 Sydney, Australia

DATE

DD / MM / YEAR

INFO

TO
RECIPIENT NAME
CEO & FOUNDER

Park Avenue Road
New York

TO WHOM IT MAY CONCERN

Lorem Ipsum has been the industry's standard dummy text ever since of the service, when an unknown printer took a galley of type and scrambled into Neque porro quisquam est qui dolorem ipsum dolor sitmet consecte dolor adipisci velit, sed uia non numquam eius modi tempora incidunt laboret Neque porro quisquam est, qui dolorem ipsum quia dolor sitmet consectetur adipisci velit, sed uia non numquam eius modi tempora incidunt ut labore et dolore gnam aliquam quaerat voluptatem. The enim ad minima veniam the quostrum lorem exeaonem ullam corporis the suscipit laboriosam, nisi utont aliquid ex ea commodi on sequatur dolore gnam aliquam dolorem ipsum quia. Neque porro quisquam est, qui dolorem ipsum quia dolor sitmsectetur adipisci velit, sed uia non numquam eius modi tempora incidunt.

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Sincerely,
RICHARD MARSHALL

A 4 & U S LETTER

RICHARD MARSHALL

UX / UI DESIGNER

CONTACT

- hello@richardmarshall.com
- + 452 56 4332 4456. + 452 56 4332 4456
- 007 Riley Street, Furry Hills 3050 Sydney, Australia

Lorem Ipsum has been the the indstry's standard sit of text dummy text ever since of thethe lorem lorem ipsum service of the my when an unknown printer took galley. Lorem Ipsum has been the the indstry's standard sit of text dummy text ever since of thethe lorem lorem ipsum service of the my when an unknown printer took galley.

EDUCATION

DEGREE TITLE
UNIVERSITY NAME
2030-2032

DEGREE TITLE
UNIVERSITY NAME
2030-2032

DEGREE TITLE
UNIVERSITY NAME
2030-2032

EXPERIENCE

JOB TITLE
COMPANY NAME | FROM 2030 - PRESENT

Lorem Ipsum is simply dummy text a of the printing and lorem typesetting industry on the Ipsum has been of the industry's standard dummy text sit ever ipsum since when

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- Majority have suffered alteration industryin lorem the form the by injected
- The words which don't look of lorem ipsum is simplyeven slightly in he word

JOB TITLE
COMPANY NAME | FROM 2030 - 2034

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- Majority have suffered alteration industryin lorem the form the by injected
- The words which don't look of lorem ipsum is simplyeven slightly in he word

SKILLS

PROFESSIONAL

- Interface Design
- Visual Efects
- Web Design
- Branding
- Graphic Design

JOB TITLE
COMPANY NAME | FROM 2030 - 2034

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- The words which don't look of lorem ipsum is simplyeven slightly in he word

JOHN SMITH



PHONE: +1 2345 6789 1023 | EMAIL: mattsmith@email.com

LOCATION: Park Avenue Road, New York

www.mattsmith.com

UX/UI DESIGNER

PROFILE

There are many variations of the passages of Lorem Ipsum sit from available but at the majority have suffered as the alteration in some of form by the humour. Lorem Ipsum is simply dummy texts of the printing. Lorem Ipsum is simply dummy texts of the printing.

EDUCATION

M.A OF UX DESIGN
UNIVERSITY NAME

UX DESIGN
2025 - 2028

B.A OF UX DESIGN
UNIVERSITY NAME

UX DESIGN
2025 - 2028

SKILLS

PROFESSIONAL

- User Interface
- Visual Design
- UI/UX Design
- Web Design
- Branding
- Graphic Design
- Illustration

EXPERIENCE

YOUR JOB TITLE

COMPANY NAME | 2032 - 2034

Lorem Ipsum is simply dummy texts of the printing and typesetting on industry on the Ipsum has been the industry's standards dummy text ever since the 1500s when on the Lorem unknown printer took that galley of type Lorem.

- There are many Lorem Ipsum dolor sit amet dummy variations passages
- Majority have suffered of dummy alteration industry in dolor sit amet
- Standard dummy text sit amet Lorem Ipsum ever since the 1500s when color

YOUR JOB TITLE

COMPANY NAME | 2032 - 2034

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YOUR JOB TITLE

COMPANY NAME | 2032 - 2034

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JOHN SMITH

PHONE: +1 2345 6789 1023 | EMAIL: mattsmith@email.com

LOCATION: Park Avenue Road, New York

www.mattsmith.com

UX/UI DESIGNER

AWARD

UX DESIGN AWARD
ORGANIZATION NAME

WINNER
Year - 2030

SKILLS

TECHNICAL

- Adobe Photoshop
- Adobe Illustrator
- After Effects
- Figma
- Adobe XD

INTERESTS

HOBBIES

- Writing
- Blogging
- Podcasting
- Marketing
- Learning languages
- Photography
- Travel
- Sketching
- Research

EXPERIENCE | CONTINUED

YOUR JOB TITLE

COMPANY NAME | 2032 - 2034

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YOUR JOB TITLE

COMPANY NAME | 2032 - 2034

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REFERENCES

JESSICA SMITH
FOUNDER | COMPANY
E: jessicasmith@gmail.com
P: +1 023 456 789-00
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E: jessicasmith@gmail.com
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E: jessicasmith@gmail.com
P: +1 023 456 789-00
Park avenue road, NY
www.jessicasmith.com

LAUREN CHEN

Digital Marketing Specialist

Phone: (212) 256-1414

Email: lauren.chen@gmail.com

LinkedIn: linkedin.com/in/lauren-chen/

Digital Marketing Specialist with 4+ years of experience in online marketing, branding, and business strategy across music, media, and entertainment industries. Skilled in evaluating financial needs and implementing multi-pronged digital strategies that increase revenue and drive brand growth.

RELEVANT SKILLS

- Digital Data Analytics/Marketing
- Adobe Photoshop
- Adobe Illustrator
- Adobe InDesign
- AutoCAD
- Microsoft Office
- Hootsuite
- Salesforce
- Slack

PROFESSIONAL EXPERIENCE

Triangle Music Group, New York, NY *Digital Marketing Specialist* September 2019–Present

- Manage digital sales and streaming accounts to improve brand positioning and growth
- Source and develop new strategic partnerships, social engagements, and advertising opportunities that generate new revenue streams
- Collaborate with internal departments to execute national advertising campaigns, plan global digital distribution, and re-deploy a 1M+ consumer sales and marketing database

Momo Software, New York, NY *Digital Marketing Associate* June 2017–August 2019

- Worked with management to develop and apply digital marketing plans with a focus on driving acquisition and conversion
- Devised and implemented robust digital acquisition plans, ensuring precision in financial reporting, budgets, and forecasts
- Increased conversions by 15% from paid sources (PPC, Grant, Display, and VOD)
- Enhanced conversion rates by 12% via A/B testing landing pages for a better performing conversion funnel

Kingston Digital, New York, NY *Marketing Intern* June 2016–May 2017

- Helped research, write, and edit blog posts for Kingston’s website
- Determined relevant keywords and entities for pages using Semrush, Ahrefs, and Page Optimizer Pro

EDUCATION

New York University, New York, NY *Bachelor of Arts, Communications, Honors: cum laude (GPA: 3.6/4.0)* May 2017

LAUREN CHEN

DIGITAL MARKETING SPECIALIST

CAREER OBJECTIVE

Digital Marketing Specialist with 4+ years of experience in online marketing, branding, and business strategy across music, media, and entertainment industries. Skilled in evaluating financial needs and implementing multi-pronged digital strategies that increase revenue and drive brand growth.

PROFESSIONAL EXPERIENCE

September 2019–Present | Triangle Music Group, New York, NY
Digital Marketing Specialist

- Manage digital sales and streaming accounts to improve brand positioning and growth
- Source and develop new strategic partnerships, social engagements, and advertising opportunities that generate new revenue streams
- Collaborate with internal departments to execute national advertising campaigns, plan global digital distribution, and re-deploy a 1M+ consumer sales and marketing database

June 2017–August 2019 | Momo Software, New York, NY
Digital Marketing Associate

- Worked with management to develop and apply digital marketing plans with a focus on driving acquisition and conversion
- Devised and implemented robust digital acquisition plans, ensuring precision in financial reporting, budgets, and forecasts
- Increased conversions by 15% from paid sources (PPC, Grant, Display, and VOD)
- Enhanced conversion rates by 12% via A/B testing landing pages for a better performing conversion funnel

June 2016–May 2017 | Kingston Digital, New York, NY
Marketing Intern

- Helped research, write, and edit blog posts for Kingston’s website
- Determined relevant keywords and entities for pages using Semrush, Ahrefs, and Page Optimizer Pro
- Gathered and analyzed data from social media PPE campaigns

(212) 256-1414

lauren.chen@gmail.com

linkedin.com/in/laurenchen/

EDUCATION

May 2017
New York University, New York, NY
Bachelor of Arts, Communications, Honors: cum laude (GPA: 3.6/4.0)

RELEVANT SKILLS

- Digital Data Analytics
- Digital Marketing
- Adobe Photoshop
- Adobe Illustrator
- Adobe InDesign
- AutoCAD
- Rhinoceros
- Microsoft Office
- Slack

MARTIN WILLIAMS

MARKETING CONSULTANT



+123 4567 8953

yourmailid@domain.com

www.linkedin.com/in/usernamehere

your Original Home And Office Full Address Name Here

8 COUNTRY VISIT

8 AWARD ACHIEVER

70 PROJECT DONE

10 YEARS WORK EXPERIENCE

ABOUT ME

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Fusce gravida ac neque ac elementum. Duis lacus risus, egestas in velit ac, lobortis finibus orci. Sed ipsum eros, lobortis vitae nunc quis, eleifend elementum nisi. Etiam ut gravida justo, at pellentesque lacinia, sem erat tempor lorem.

EDUCATION

2015 - 2017
ENTER YOUR FIRST DEGREE NAME HERE
Name of University / College

2015 - 2017
ENTER YOUR FIRST DEGREE NAME HERE
Name of University / College

2015 - 2017
ENTER YOUR FIRST DEGREE NAME HERE
Name of University / College

SKILLS

- Adobe Photoshop ●●●●●●●○
- Adobe Illustrator ●●●●●●○
- Adobe InDesign ●●●●●●○
- Adobe DreamWeaver ●●●●●○
- Adobe After Effects ●●●●○

WORK EXPERIENCE

ENTER YOUR JOB POSITION NAME HERE
Company Full Name Here | 2010 - 2012

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nunc lacinia lectus id purus efficitur sagittis. Morbi feugiat ante non velit tristique erat mi varius justo, ac aliquam libero libero non nunc. Nullam eget ligula mattis, efficitur mauris id, venenatis ex.

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ENTER YOUR JOB POSITION NAME HERE
Company Full Name Here | 2010 - 2012

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nunc lacinia lectus id purus efficitur sagittis. Morbi feugiat ante non velit tristique erat mi varius justo, ac aliquam libero libero non nunc. Nullam eget ligula mattis, efficitur mauris id, venenatis ex.

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— Duis vestibulum ullamcorper odio ac pharetra consequat.

ENTER YOUR JOB POSITION NAME HERE
Company Full Name Here | 2010 - 2012

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— Lorem ipsum dolor sit amet, consectetur adipiscing elit. Morbi feugiat ante non velit tristique tempor.

EXPERTISE

- Objection Handling
- Customer Needs Analysis
- Business Process engineering
- Defining Solutions and Scope
- Content Management Systems
- Order Processing
- New Business Development
- Contract Negotiation
- Inventory Management

AWARDS

2015
ENTER YOUR FIRST AWARD NAME HERE
Name of University / College

2015
ENTER YOUR FIRST AWARD NAME HERE
Name of University / College

2015
ENTER YOUR FIRST AWARD NAME HERE
Name of University / College

HOBBIES

 Newspaper	 Gaming	 Browsing
 Photography	 Shopping	 Traveling

EXPERIENCE (CONTINUED)

ENTER YOUR JOB POSITION NAME HERE
Company Full Name Here | 2010 - 2012

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nunc lacinia lectus id purus efficitur sagittis. Morbi feugiat ante non velit tristique erat mi varius justo, ac aliquam libero libero non nunc. Nullam eget ligula mattis, efficitur mauris id, venenatis ex.

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ENTER YOUR JOB POSITION NAME HERE
Company Full Name Here | 2010 - 2012

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Company Full Name Here | 2010 - 2012

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— Lorem ipsum dolor sit amet, consectetur adipiscing elit. Morbi feugiat ante non velit tristique tempor.

REFERENCES

PERSON FULL NAME HERE
Job Title / Company / Institute Name Here

P : +012 3456 789
E : examplemail@example.com
A : Your street address here - 6590

	<p><i>Lorem ipsum dolor sit amet, consectetur adipiscing elit. Curabitur eu posuere arcu maecenas pretium maximus sollicitudin. Donec feugiat.</i></p>
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MATTHEW NIEN

UX DESIGNER

CONTACT

PHONE: 435-256-752
EMAIL: hello@matthewnien.com
Park Way, Cupertino, CA 95014

EDUCATION

DEGREE MASTER
University Name
Subjects | 2030

DEGREE BACHELOR
University Name
Subjects | 2030

EXPERIENCE

JOB TITLE 2030 - 3034
COMPANY NAME

Lorem Ipsum is simply dummy text a of the printing and lorem typesetting industry on the Ipsum has been of the industry's standard dummy text sit ever ipsum since when

- There are many lorem ipsum on variations of passages on the Ipsum available
- Majority have suffered alteration industryin lorem the form the by injected
- The words which don't look of lorem ipsum is simplyeven slightly in he word

JOB TITLE 2030 - 3034
COMPANY NAME

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JOB TITLE 2030 - 3034
COMPANY NAME

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SKILLS

PROFESSIONAL

- Interface Design
- Visual Efectcs
- Web Design
- Branding
- Graphic Design
- Web Development
- Illustration
- Corporate Branding

TECHNICAL

- Adobe Photoshop
- Adobe Illustrator
- After Effects
- Sketch App
- Visual Studio
- InVision App
- Android Studio
- X Code

MATTHEW NIEN

UX DESIGNER

AWARD

GLOBAL COMPETITION FOR EXCELLENT EXPERIENCES
International Design Center
Berlin (IDZ)

EXPERIENCE

CONTINUED

JOB TITLE 2030 - 3034
COMPANY NAME

Lorem Ipsum is simply dummy text a of the printing and lorem typesetting industry on the Ipsum has been of the industry's standard dummy text sit ever ipsum since when

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REFERENCES

JESSICA SMITH
CEO & FOUNDER
Company Name
E: jessicasmith@gmail.com
P: +1 023 456 789-00

JESSICA SMITH
CEO & FOUNDER
Company Name
E: jessicasmith@gmail.com
P: +1 023 456 789-00

JESSICA SMITH
CEO & FOUNDER
Company Name
E: jessicasmith@gmail.com
P: +1 023 456 789-00

JESSICA SMITH
CEO & FOUNDER
Company Name
E: jessicasmith@gmail.com
P: +1 023 456 789-00

MN

EXPERTISE

INTERACTIVE

- Motion Graphics
- Visual Efectcs
- 2D Animation
- Prototyping
- Collaborating
- UX Research
- Teamworking
- Workflow

LANGUAGE

- English
- Spanish
- Italian
- French
- Latin

INTERESTS

HOBBIES

- Artificial Intelligence
- Space Exploration
- Blogging
- Research
- Music
- Photography
- Travel
- Writing

RICHARD MARSHALL

UX / UI DESIGNER

CONTACT

- hello@richardmarshall.com
- + 452 56 4332 4456. + 452 56 4332 4456
- 007 Riley Street, Furry Hills 3050 Sydney, Australia

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EDUCATION

DEGREE TITLE
UNIVERSITY NAME
2030-2032

DEGREE TITLE
UNIVERSITY NAME
2030-2032

DEGREE TITLE
UNIVERSITY NAME
2030-2032

SKILLS

PROFESSIONAL

- Interface Design
- Visual Efefts
- Web Design
- Branding
- Graphic Design

EXPERIENCE

JOB TITLE
COMPANY NAME | FROM 2030 - PRESENT

Lorem Ipsum is simply dummy text a of the printing and lorem typesetting industry on the Ipsum has been of the industry's standard dummy text sit ever ipsum since when

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1. Divide your information into columns

RICHARD MARSHALL

UX / UI DESIGNER

CONTACT

- hello@richardmarshall.com
- + 452 56 4332 4456. + 452 56 4332 4456
- 007 Riley Street, Furry Hills 3050 Sydney, Australia

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1. Divide your information into columns

Contact Details

Short Introduction

Education

Experience

Skills/Professional

RICHARD MARSHALL

UX / UI DESIGNER

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1. Divide your information into columns


- Clean ways to present information
 - Separate things clearly
 - No over-crowded
 - Skimmable (필요한 부분을 찾거나 요점을 알기 위해 훑어보는 것)
- Heading, Sub-heading, bullet points, spacings, etc
- Visual interest


EMERSON REED

PROFESSIONAL TITLE

 you@email.com

 555.555.5555

 Your City, State

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

SKILLS

Process Improvement

Contracts & Negotiations

Project Planning

Improving Efficiency

Reducing Costs

Risk Assessment

Resource Management

Leadership

Adaptability

Conflict Resolution

EDUCATION

NAME OF DEGREE

Concentration

University, Location

Graduation Year

CERTIFICATION HERE

State, University or Company

Expiration Date

CERTIFICATION HERE

State, University or Company

Expiration Date

SUMMARY

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PROFESSIONAL EXPERIENCE

POSITION TITLE HERE

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- For example: Exceeded annual sales forecast by \$80,000 in the first year as manager.

2. Formatting and layout

EMERSON REED

PROFESSIONAL TITLE

✉ you@email@mail.com

📞 555.555.5555

🏠 Your City, State

🌐 LinkedIn.com/in/
yourusername

SKILLS

Process Improvement
Contracts & Negotiations
Project Planning
Improving Efficiency
Reducing Costs
Risk Assessment
Resource Management
Leadership
Adaptability
Conflict Resolution

EDUCATION

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2. Formatting and layout

Set the margin

- Page margin on all sides
- Overall readability of resume
- no less than half an inch
- Narrower margin not recommended
- No cut off text when prints off

EMERSON REED

PROFESSIONAL TITLE

youremail@mail.com

555.555.5555

Your City, State

LinkedIn.com/in/
yourusername

SKILLS

Process Improvement
Contracts & Negotiations
Project Planning
Improving Efficiency
Reducing Costs
Risk Assessment
Resource Management
Leadership
Adaptability
Conflict Resolution

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NAME OF DEGREE
Concentration
University, Location
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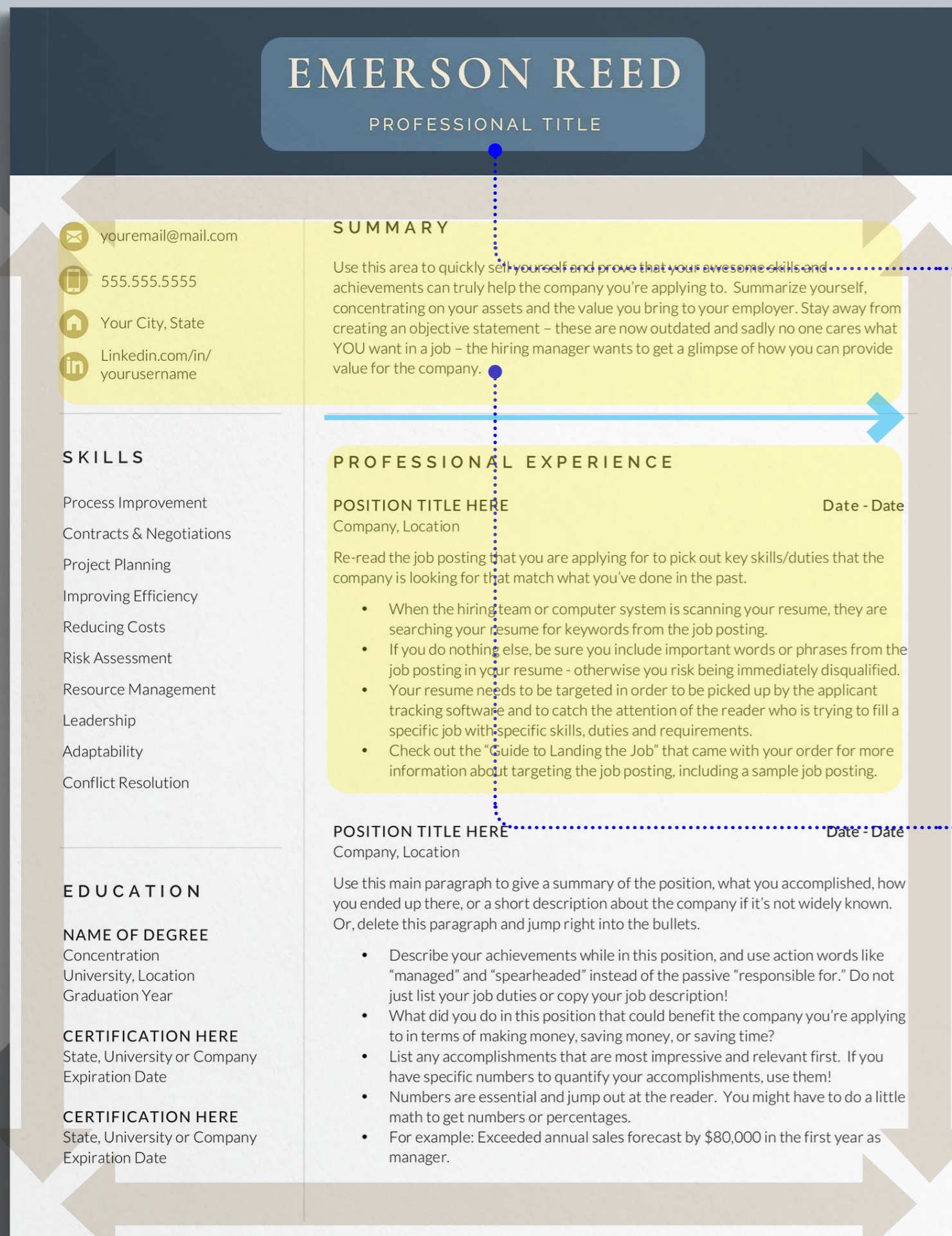
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Set the margin

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Aligned to the left

- Including section headings
- To avoid unnecessary eye jumps
- Easier to follow and scan
- Don't right-align any text



2. Formatting and layout

Eye-catching header

- Topmost section “Read” this area
- Your name, contact info, job title
- Short sentence summarising you
- Links to your website, LinkedIn, social media pages

하이라이트, 요약 일반적인 제목 x

나만의 상품을 한 문장으로 설명할 수 있는
헤드라인 문구 o

i.e. “Customer oriented administrative professional with over 6 years of expereince”

EMERSON REED

PROFESSIONAL TITLE

youremail@mail.com

555.555.5555

Your City, State

LinkedIn.com/in/
yourusername

SUMMARY

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SKILLS

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Contracts & Negotiations
Project Planning
Improving Efficiency
Reducing Costs
Risk Assessment
Resource Management
Leadership
Adaptability
Conflict Resolution

PROFESSIONAL EXPERIENCE

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EDUCATION

NAME OF DEGREE
Concentration
University, Location
Graduation Year

CERTIFICATION HERE
State, University or Company
Expiration Date

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2. Formatting and layout

Eye-catching header

- Topmost section "Read" this area
- Your name, contact info, job title
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- Links to your website, LinkedIn, social media pages

- What your field of study is
- What your skills and experiences are (ones that are relevant to the job)
- Why you're applying for this position and/or this company

EMERSON REED

PROFESSIONAL TITLE

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Your City, State

LinkedIn.com/in/
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SUMMARY

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2. Formatting and layout

Eye-catching header

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- Your name, contact info, job title
- Short sentence summarising you
- Links to your website, LinkedIn, social media pages

Set headings for each section

- Experience, Education, etc
- Clear to readers
- ATS-friendly (application)

JOHN SMITH



PHONE: +1 2345 6789 1023 | EMAIL: mattsmith@email.com

LOCATION: Park Avenue Road, New York

www.mattsmith.com

UX/UI DESIGNER

PROFILE

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EDUCATION

M.A OF UX DESIGN

UNIVERSITY NAME

UX DESIGN

2025 - 2028

B.A OF UX DESIGN

UNIVERSITY NAME

UX DESIGN

2025 - 2028

SKILLS

PROFESSIONAL

- User Interface
- Visual Design
- UI/UX Design
- Web Design
- Branding
- Graphic Design
- Illustration

EXPERIENCE

YOUR JOB TITLE

COMPANY NAME | 2032 - 2034

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3. Create a clear visual hierarchy of information

명확한 시각적 정보 계층 생성

JOHN SMITH



PHONE: +1 2345 6789 1023 | EMAIL: mattsmith@email.com

LOCATION: Park Avenue Road, New York

www.mattsmith.com

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- Visual Hierarchy

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2027 - 2028
2

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명확한 시각적 정보 계층 생성

- Visual Hierarchy
- Most relevant and recent experiences higher
- Visual spot

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- Graphic Design
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EXPERIENCE

YOUR JOB TITLE

COMPANY NAME | 2032 - 2034

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3. Create a clear visual hierarchy of information

명확한 시각적 정보 계층 생성

- Internships
- Extracurricular activities
- Projects
- Volunteer work
- Skills

**JAMES
ANDERSON**
GRAPHIC DESIGNER



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New York, USA
+012 345 678 902
artgalary@mail.com
www.webadd.com

EDUCATION

MASTER DEGREE
UNIVERSITY NAME
2017-2018

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CHAIRMAN

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4. Use infographics

인포그래픽, 데이터 시각화

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4. Use infographics

- Iconic
- Visual emphasis to contact info
- Make it easy - visually prominent

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4. Use infographics

- Iconic
- Visual emphasis to contact info
- Make it easy - visually prominent

- Skills infographics
- Visual explanation
- Keep fonts clean and professional
- Logo you've worked
- Impressive visual read
- Watch your audience

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5. Use consistent colour scheme

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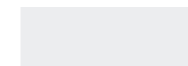
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5. Use consistent colour scheme



- Main colour
- Sub colour
- Background colour
- Font colour

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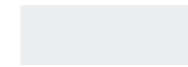
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5. Use consistent colour scheme



- Main colour
- Sub colour
- Background colour
- Font colour

- 2 - 3 consistant colour
- Your key main point to main
- No distracting or unprofessional
- Visual impact incorporates
- Your personal colour

6. Choose the perfect font

*hey, hi,
and hello!*

PROFILE

Sara Duncan is a recent graduate looking for unique opportunities to utilize and hone her skills as an effective designer and problem solver by working with professionals within the advertising and design community.

*sara
duncan
wants
to work
with
you!*

sara-duncan.com
913.626.1354
srdncn@gmail.com

EDUCATION

Johnson County Community College
Graphic Design A.A.S.
2009 - 2012

EMPLOYMENT

Target
Merchandise Brand Team Member
2010 - Present
Maintain Target's brand standards
within the clothing department.

Design Ranch
intern
Fall 2011
Assisted with various projects and
office needs.

PROFESSIONAL SKILLS

Proficient
Photoshop
Illustrator
InDesign
Dreamweaver

Knowledgeable
HTML
CSS
Flash

AWARDS & ACCOMPLISHMENTS

District 9 Student Gold Addy
Group Project
2011

Rank #1 overall for JCCC Portfolio Review
Spring 2011

JCCC Best of Show
Multiple Projects
2009 - 2011

Parent's Refrigerator
1994 - Present

6. Choose the perfect font

- Choose best fonts of professionals in your field
- Don't use more than two different fonts
- Legible on screen and print
- Font size 11 and 13 points
- Consistent font sizes
 - Heading, sub-heading, body text, etc
- Sans serif fonts - creative digital fields
- Serif, Sans serif, *Script*, Thin, **Blocky**
- Find relevant resume examples and print them to test

*hey, hi,
and hello!*

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1994 - Present



7. Follow industry norms

업계 기준/규범에 따르다

- Make several distinct resumes and test which one gets the most responses
- Try different resume design
- Most leads - stick to using that one
- Turn resume into a website

RICHARD MARSHALL

UX / UI DESIGNER

CONTACT

- hello@richardmarshall.com
- + 452 56 4332 4456. + 452 56 4332 4456
- 007 Riley Street, Furry Hills 3050 Sydney, Australia

DATE

DD / MM / YEAR

INFO

TO
RECIPIENT NAME
CEO & FOUNDER

Park Avenue Road
New York

TO WHOM IT MAY CONCERN

Lorem Ipsum has been the industry's standard dummy text ever since of the service, when an unknown printer took a galley of type and scrambled into Neque porro quisquam est qui dolorem ipsum dolor sitmet consecte dolor adipisci velit, sed uia non numquam eius modi tempora incidunt laboret Neque porro quisquam est, qui dolorem ipsum quia dolor sitmet consectetur adipisci velit, sed uia non numquam eius modi tempora incidunt ut labore et dolore gnam aliquam quaerat voluptatem. The enim ad minima veniam the quostrum lorem exeaonem ullam corporis the suscipit laboriosam, nisi utont aliquid ex ea commodi on sequatur dolore gnam aliquam dolorem ipsum quia. Neque porro quisquam est, qui dolorem ipsum quia dolor sitmsectetur adipisci velit, sed uia non numquam eius modi tempora incidunt.

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Sincerely,
RICHARD MARSHALL

A 4 & U S LETTER

RICHARD MARSHALL

UX / UI DESIGNER

CONTACT

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EDUCATION

DEGREE TITLE
UNIVERSITY NAME
2030-2032

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EXPERIENCE

JOB TITLE
COMPANY NAME | FROM 2030 - PRESENT

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- The words which don't look of lorem ipsum is simplyeven slightly in he word

JOB TITLE
COMPANY NAME | FROM 2030 - 2034

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SKILLS

PROFESSIONAL

- Interface Design
- Visual Efects
- Web Design
- Branding
- Graphic Design

JOB TITLE
COMPANY NAME | FROM 2030 - 2034

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JOHN SMITH



PHONE: +1 2345 6789 1023 | EMAIL: mattsmith@email.com

LOCATION: Park Avenue Road, New York

www.mattsmith.com

UX/UI DESIGNER

PROFILE

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EDUCATION

M.A OF UX DESIGN
UNIVERSITY NAME

UX DESIGN
2025 - 2028

B.A OF UX DESIGN
UNIVERSITY NAME

UX DESIGN
2025 - 2028

SKILLS

PROFESSIONAL

- User Interface
- Visual Design
- UI/UX Design
- Web Design
- Branding
- Graphic Design
- Illustration

EXPERIENCE

YOUR JOB TITLE

COMPANY NAME | 2032 - 2034

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- Majority have suffered of dummy alteration industry in dolor sit amet
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JOHN SMITH

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LOCATION: Park Avenue Road, New York

www.mattsmith.com

UX/UI DESIGNER

AWARD

UX DESIGN AWARD
ORGANIZATION NAME

WINNER
Year - 2030

SKILLS

TECHNICAL

- Adobe Photoshop
- Adobe Illustrator
- After Effects
- Figma
- Adobe XD

INTERESTS

HOBBIES

- Writing
- Blogging
- Podcasting
- Marketing
- Learning languages
- Photography
- Travel
- Sketching
- Research

EXPERIENCE | CONTINUED

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REFERENCES

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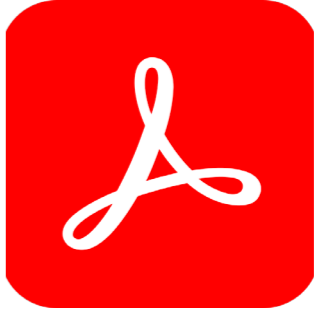
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