**✅ Professional Résumé Template (Reverse Chronological Style)**

**[Your Name]**
[City, State] · [Phone Number] · [Email] · [LinkedIn] · [Portfolio URL (if applicable)]

**Professional Summary**

A concise 2–3 sentence summary highlighting your years of experience, industry, top skills, and what value you bring to employers.
*Example: Results-driven marketing specialist with 5+ years of experience in digital campaigns, brand strategy, and analytics. Proven track record of increasing ROI through data-driven strategies.*

**Key Skills**

* [Skill 1] • [Skill 2] • [Skill 3] • [Skill 4] • [Skill 5]
*(Use job-specific keywords here)*

**Professional Experience**

**Job Title**
*Company Name – City, State*
Month/Year – Month/Year

* Action verb + responsibility + quantifiable outcome
* Example: Designed and launched an email campaign that boosted open rates by 42%
* Example: Managed cross-functional team of 6 to deliver project 3 weeks ahead of schedule

**Previous Job Title**
*Previous Company – City, State*
Month/Year – Month/Year

* Bullet 1
* Bullet 2

**Education**

**Degree Earned**
*University Name – City, State*
Month/Year – Month/Year
Optional: GPA (if 3.5+), honors, relevant coursework

**Certifications (if applicable)**

* [Certification Name], [Issuing Organization], [Year]

**Optional Sections**

* **Projects** – For technical or freelance work
* **Volunteer Work** – If relevant or shows leadership
* **Languages / Technical Skills** – If required for the role