


CALI Careers

DIRECTOR OF MEDIA BUYING
Jennifer Smith



PROFILE
Use this area to write a little about you and your career objective. What do you offer the company you are applying to? What makes you different and stand out from the competition?

CONTACT INFO
444-444-4444
Jennifer.Smith@Gmail.com
City Name, State

EDUCATION
Bachelor of Science
Business
XYZ State University
City Name, State
2010 - 2014

EXPERIENCE

Job Name Here
Company Name Here, 2018 - Present
Put your job responsibilities and accomplishments for this role here. Remember to put what sets you apart from everyone else.

Job Name Here
Company Name Here, 2015 - 2016
Put your job responsibilities and accomplishments for this role here. Remember to put what sets you apart from everyone else.

Job Name Here
Company Name Here, 2016 - 2018
Put your job responsibilities and accomplishments for this role here. Remember to put what sets you apart from everyone else.

Job Name Here
Company Name Here, 2014 - 2015
Put your job responsibilities and accomplishments for this role here. Remember to put what sets you apart from everyone else.


Jennifer Smith
444-444-4444 | Jennifer.Smith@Gmail.com | City Name, State
04.04.2020

Company Name Here
3333 This Road
City Name, State 44444

Dear Selection Committee,

In the first paragraph of your cover letter, make sure to open with your background and experience. What is your education, what is your experience that makes it relevant for you to apply to this position? That is what you would want to describe here. (ie. Graduation, past jobs)
Make sure to put multiple paragraphs in your cover letter. This looks much better than just one big paragraph, so break it up into sections. Go on to describe what you know about the position you are applying for and why your experience makes you a good fit. You can look at the job description and find a couple lines to relate to in your cover letter.

Typically when you do your research on a job posting / company, this can take up to about two paragraphs of your cover letter. If you can't find much to relate to, then possibly the job is not a good fit. If you are trying to change career paths, write about that! Recruiters and companies love when applicants are honest rather than just writing what you think they want to hear.

In your last paragraph, describe why you are the best candidate for the role. This is your chance to tell your recruiter and hiring committee why you deserve a chance to work for their company. Leave it all out there! What do you have to lose? Get that interview!

Best,
Jennifer Smith

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