

[First Last Name]

[City, State] | [email@example.com] | [Phone Number] | [LinkedIn URL] | [Portfolio/Website]

PROFESSIONAL SUMMARY

[Detail-oriented **Editor** with [X]+ years of experience refining manuscripts, articles, and digital content for [publishing houses / media organizations / corporate communications]. Adept at structural, line, and copy editing to enhance clarity, cohesion, and brand voice while maintaining author intent. Proven track record of managing high-volume editorial pipelines, meeting tight deadlines, and collaborating with cross-functional teams. Skilled in applying [AP/Chicago/House] style guides and leveraging digital tools to improve editorial quality and workflow efficiency.]

PROFESSIONAL EXPERIENCE

[Senior Editor] | [Publishing Company Name]

[Month Year] – Present

[City, State]

- [Lead end-to-end editorial process for [genre/subject] titles, managing a portfolio of [X–Y] manuscripts per year and improving on-time publication rate by [Z]% through rigorous planning and milestone tracking.]
- [Perform comprehensive structural and line edits to strengthen narrative flow, argumentation, and tone, resulting in a [X]% reduction in revision cycles and consistently positive feedback from [authors/stakeholders].]
- [Collaborate with authors, designers, and marketing teams using tools such as [Microsoft Word Track Changes], [Google Docs], and [project management platform, e.g., Trello/Asana] to align content with brand voice, audience needs, and market positioning.]

[Content Editor] | [Media / Content Agency Name]

[Month Year] – [Month Year]

[City, State]

- [Edited and proofread an average of [X] digital articles per week for grammar, style, SEO, and factual accuracy, contributing to a [Y]% increase in organic traffic and improved reader engagement metrics.]
- [Implemented and maintained a unified editorial style guide based on [AP/Chicago/Custom] standards, reducing inconsistencies and cutting editorial revision time by [Z]%.]
- [Coordinated with writers, subject-matter experts, and designers through [CMS name, e.g., WordPress/Drupal] and [collaboration tools, e.g., Slack/Teams] to ensure timely publication schedules and content quality across web, email, and social channels.]

EDUCATION

[Bachelor of Arts in English / Journalism / Communications] | [University Name]

[Month Year] – [Month Year]

[City, State]

- [Relevant coursework: Advanced Editing, Copyediting & Proofreading, Feature Writing, Media Ethics, Digital Publishing.]
- [Honors / Activities: [Dean's List] | [Student Newspaper Editor] | [Writing Center Tutor].]

SKILLS

Editorial & Technical

- [Structural, line, and copy editing]
- [Proofreading & fact-checking]
- [Style guides: AP, Chicago, in-house]
- [Content Management Systems (e.g., WordPress, Drupal)]

Tools & Platforms

- [Microsoft Office (Word, Excel, PowerPoint)]

- [Google Workspace (Docs, Sheets, Drive)]
- [Collaboration tools: Slack, Microsoft Teams, Zoom]
- [Basic SEO & keyword optimization]

Soft Skills

- [Exceptional attention to detail]
- [Author & stakeholder communication]
- [Time management & deadline adherence]
- [Collaborative and constructive feedback]

SELECTED PROJECTS

[Editorial Lead – Nonfiction Book Series] | [Client / Publisher Name]

[Month Year] – [Month Year]

- [Managed the editorial development of a [X]-book nonfiction series from manuscript submission to final proofs, coordinating timelines with authors, designers, and production teams.]
- [Standardized tone, terminology, and structure across all volumes, creating a cohesive reader experience and a reusable style reference for future titles.]

[Digital Content Revamp Initiative] | [Organization / Brand Name]

[Month Year] – [Month Year]

- [Audited and edited [X]+ existing web pages and blog posts for clarity, accuracy, and SEO alignment, updating headlines, metadata, and internal links.]
- [Partnered with marketing to refine brand voice guidelines, resulting in more consistent messaging and measurable improvements in time-on-page and click-through rates.]