**Sample of Managing Editor Resume Template**

**RESUME**

Name:

Address:

Phone Number:

Email Id:

**Objective:**

An experienced editor interested in a challenging job position of managing editor where I can invest my effective writing, managing and editing skills to get desired growth in my career.

**Educational Qualifications: [**provide the educational records here]

* Bachelors in \_\_\_\_\_\_\_\_\_\_[ name of the degree] from \_\_\_\_\_\_\_\_\_\_\_\_ [name of the university] in \_\_\_\_\_\_\_\_ [year of degree]
* Master in \_\_\_\_\_\_\_\_\_\_\_\_\_[ name of the degree] from \_\_\_\_\_\_\_\_\_\_\_\_ [name of the institution] in the year of \_\_\_\_\_\_\_\_\_\_\_ [year of passing]

**Employment Summary: [**Write the summary of employment by providing the name of the employer organizations, tenures and job positions]

* \_\_\_\_\_\_\_\_\_\_\_\_\_ [years of service]: I have started my career with\_\_\_\_\_\_\_\_\_\_\_ [name of the employer company] as an assistant managing editor
* \_\_\_\_\_\_\_\_\_\_\_\_ [tenure duration in years]: I have served \_\_\_\_\_\_\_\_\_\_\_\_ [name of the employer company] as a Managing Editor.

**Professional Job Responsibilities:**[In this part, mention brief official job duties performed by the contender during previous tenures]

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_

**Skills, Knowledge and Abilities: [**Specify the professional skills and abilities of the contender**]**

* Effective writing and editing skills
* Abilities to recruit and supervise correspondents and writers
* Impressive knowledge of media and communication procedures
* \_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_

**Hobbies:** [write the hobbies of an applicant for expressing his/ her interests]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_