

Employment History Statement

Full Name:	Jane Doe
Address:	123 Main Street, Hometown, Country
Contact Number:	+1 234 567 8901
Email:	jane.doe@email.com
Date of Statement:	June 20, 2024

Employment History

Position: Senior Marketing Specialist

Company: Inspire Media Ltd.

Period: Jan 2021 – Present

Location: New York, NY

Main duties & responsibilities:

- Developed and executed digital marketing campaigns
- Tracked and analyzed marketing metrics
- Led a team of 4 junior marketers

Reason for leaving: Currently employed

Position: Marketing Coordinator

Company: Creative Solutions Inc.

Period: Jun 2017 – Dec 2020

Location: Boston, MA

Main duties & responsibilities:

- Assisted in the planning of promotional strategies
- Managed social media accounts
- Liaised with clients and external partners

Reason for leaving: Relocated to New York for new opportunities

Position: Marketing Intern

Company: Bright Start Agency

Period: Jan 2016 – May 2017

Location: Boston, MA

Main duties & responsibilities:

- Supported campaign planning and research
- Coordinated small-scale marketing events

Reason for leaving: End of internship

Important Notes

- Ensure all information provided is accurate and up-to-date.
- Include employment gaps and provide explanations when necessary.
- List positions in reverse chronological order (most recent first).
- Briefly summarize key duties and responsibilities for each role.
- Sign and date the statement if required by the employer or authority.

