Mira Shah

Content Writer

Ahmedabad, India • mira.shah@example.com • example.com/writing-portfolio

Summary

Content writer creating practical articles, customer education and product copy for small software teams. Turns interviews and research into clear drafts, maintains editorial briefs, and collaborates with designers and subject specialists through review.

Experience

Content Writer, Example Paperfern Product Studio

Jul 2023 - Present

- Write and update four long-form customer education articles each month using interviews, product testing and source checks.
- Reworked 18 help articles around recurring support questions; tracked related tickets with the support lead for eight weeks.
- Created a shared editorial checklist covering claims, links, examples and style, reducing average review rounds from three to two.

Editorial Assistant, Example Copperleaf Community Press

Jul 2022 - Jun 2023

- Edited a weekly newsletter for clarity, structure and source attribution under the managing editor.
- Prepared 24 contributor briefs and maintained the publication calendar.
- Checked names, dates, permissions and hyperlinks before scheduling approved articles.

Education

BA, English

2019 - 2022

Example Orchard College

Skills

Writing: Customer education, Blog articles, Interview-led stories, Product microcopy

Editorial: Content briefs, Copy-editing, Fact-checking, Style guides

Tools: Google Docs, WordPress, Search Console reporting, Spreadsheet content audits

Projects

Independent portfolio: neighbourhood repair guide

- Researched and wrote a three-part guide using public information and interviews conducted for the project.
- Documented the brief, target reader, draft changes and final copy in a portfolio case study.

Fictional sample from ResumeGuru. Names, employers and achievements are illustrative.
www.resumeguru.ai/resume-samples/content-writer-resume-sample