# RESUME EXAMPLE

# YOUR NAME

## OBJECTIVE

To work for a company where I can apply my knowledge and excel and prosper.

## EXPERIENCE

3/90 – 12/01 Arbor shoe Wichita Falls, TX

*National Sales Manager*

- Increased sales from $50 million to $100 million.
- Doubled sales per representative from $5 million to $10 million.
- Suggested new products that increased earnings by 23%.

1/85 – 11/90 Ferguson and Bardell Shreveport, LA

*District Sales Manager*

- Increased region sales from $5 million to $8 million.
- Managed 250 sales representatives in 10 Eastern states.
- Implemented training course for new recruits – speeding profitability.

8/75-10/85 Duffy Vineyards Sacramento, CA

*Senior Sales Representative*

- Tripled division revenues for each sales associate.
- Expanded Sales to include mass-market accounts.
- Expanded sales team from 50 to 100 representatives.

## EDUCATION

1971-1975 Nashville State University Nashville, TN

- B.A. Business Administration and Computer Science.
- Graduated Summa Cum Laude.

## SKILLS

MS Office 2000, Word, Excel, PowerPoint, Access, Internet Capable

## REFERENCES

Your References Names, Addresses and Phone Numbers

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