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

1234 MAIN ST • ANY CITY, STATE 12345-6789
PHONE (123) 456-7890 • FAX (123) 098-7654 • E-MAIL emailme@mycompany.com