

Address **Full Name** Phone
Email

OBJECTIVE

What position are you trying to obtain and with what type of firm in order to benefit your skills and sales goals?

MAJOR ACHIEVEMENTS

- *List sales achievements
- *List outstanding rankings for different companies
- *List any organizational memberships

EMPLOYMENT HISTORY

Company Name – City & State **Dates with month and year**

Title: Give your job title

Job Description & Responsibilities:

- Give specific job details: what did you do, what were your responsibilities, what did you improve, any team involvement, did you design or implement anything?

Product Area:

- What did you sell? Give specifics.

Customers:

- Who did you sell to? What type of market?

Major Achievements:

- List achievements, quotas, rankings, President's clubs, # of new accounts, sales total, reduced expenses, etc.

Company Name – City & State **Dates with month and year**

Title:

Job Description & Responsibilities:

-

Product Area:

-

Customers:

-

Major Achievements:

-

Company Name – City & State **Dates with month and year**

Full Name

Address

Phone
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Title:

Job Description & Responsibilities:

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Product Area:

○

Customers:

○

Major Achievements:

○

Company Name – City & State

Dates with month and year

Title:

Job Description & Responsibilities:

○

Product Area:

○

Customers:

○

Major Achievements:

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EDUCATION

Name of University, City & State, Dates of enrollment
Advanced Degree/Graduate Studies, GPA, any scholarships or study abroads

Name of University, City & State, Dates of enrollment
Undergraduate Degree, GPA, any scholarships or study abroads