

JOHN SMITH

PROFILE TITLE

City, ST 10007 | (123) 456-1700 | youremail@email.com | LinkedIn

PROFESSIONAL VALUE STATEMENT. Summarize your professional experience. 4-5 lines maximum.

Write your professional value statement that succinctly summarizes your professional experience, qualifications, and skills. Using a summary statement isn't a must, but it can be a great way to set the hiring manager or recruiter's expectations. Include 4-5 lines of information that tells a little about your work experience and accomplishments with measurable results. Make sure the information you include aligns with the job requirements.

KEY SKILLS

Client Acquisition and Retention

Business Process Improvement

Process Management

Cross Functional Collaboration

Contract Management/Negotiation

Solution Selling

B2B/Business to Business Sales

C-Level Client Relationships

Leadership/Training

WORK HISTORY

COMPANY NAME | City, ST

Year - Year

JOB TITLE

Write a brief description of your current/or most recent job here. Example: Manage a budget of \$950K and all operational activities for the Sales department including assigning work, expense management, client development, sales training, team performance management, and service delivery.

- List up to 10-15 years of relevant work experience on your resume.
- Include responsibilities and experiences that align with the key skills and job requirements listed by the employer.
- Be brief and succinct as possible when listing your responsibilities with a maximum of two or three lines per bullet.
- Highlight/ quantify your accomplishments/key contributions to show how you contributed and impacted your team/organization. Make sure they are relevant to the job.
- EXAMPLE: Created social media and marketing strategies for company brand that grew client base by 65%.
- Negotiated and saved an at-risk client and successfully signed a 5-year deal that generated \$2M.

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EDUCATION

Master of Business Administration, Barnard College, New York, NY

Bachelor of Arts, Business Administration, University of New York, New York, NY

SOFTWARE

Microsoft Office (Word, Excel, PowerPoint, Outlook, Access), Salesforce, CRM, HubSpot, Pipedrive