

PROFESSIONAL TITLE

Skill #1 | Skill #2 | Skill #3

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. Tell your story. Who are you? What's your background? 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 summarize your work experience and accomplishments with measurable results. Make sure the information you include aligns with the job requirements.

Core Competencies

Business Development | Inbound Sales | Territory Management | Corporate Account Management | Digital Media
360 Integrated Packages | Prospecting | Consultative & Solution Selling | Creative & Innovative | Account Development
Goal Attainment | Budgeting/P&L | Hunter Mentality | Audience Targeting | Empowering Leadership | Persuasive Communicator

Professional Experience

COMPANY NAME | CITY, ST | YEAR – YEAR

JOB TITLE

In this section set the background story of your position. Provide a high-level overview of your position and key scope of responsibilities in the role. This background will provide context for your accomplishments.

- When writing your resume remember it's important to provide examples of experiences that align with the key skills and job requirements listed by the employer.
- 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 point.
- Highlight/ quantify your accomplishments/key contributions to show how you contributed and impacted your team/organization.
- Use action verbs as you list day to day responsibilities as well as quantifiable accomplishments.
- 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.
- Make sure you use Spell check upon completion.

COMPANY NAME | CITY, ST | YEAR – YEAR

JOB TITLE

In this section set the background story of your position. Provide a high-level overview of your position and key scope of responsibilities in the role. This background will provide context for your accomplishments.

- When writing your resume remember it's important to provide examples of experiences that align with the key skills and job requirements listed by the employer.
- 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 point.
- Highlight/ quantify your accomplishments/key contributions to show how you contributed and impacted your team/organization.
- Use action verbs as you list day to day responsibilities as well as quantifiable accomplishments.
- 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.
- Make sure you use Spell check upon completion.

Education, Professional Development & Affiliations

Bachelor of Arts, History | University of California | Berkely, CA

Training – 7 Habits of Highly Effective People, Franklin Covey | 1000 Ways to Sell, The Sales Athlete

Affiliations – National Association of Professional Sales Professionals