

# ANDREW CARTER

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

## PROFESSIONAL SUMMARY

---

**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.

## EDUCATION

---

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

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

## WORK EXPERIENCE

---

COMPANY NAME, City, ST

Year-Year

JOB TITLE

- 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

- 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.

## CERTIFICATIONS

---

Certified Inside Sales Professional (CISP)

Certified Sales Leadership Professional (CPSP)

## OTHER SKILLS

---

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