

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. 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.

SKILLS

- Client Acquisition
- Contract Management
- Business to Business Sales/ B2B
- Customer Retention
- Pipeline Development
- Consultative Selling
- Team Collaboration
- Networking & Prospecting

EXPERIENCE

COMPANY NAME | CITY, ST | Year - Present

Current 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.
- 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 in sales each year.

COMPANY NAME | CITY, ST | Year - Year

Account Manager

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- Be brief and succinct as possible when listing your responsibilities with a maximum of two or three lines.
- 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 in sales each year.

EDUCATION AND CERTIFICATIONS

Master of Business Administration, University of New York, NY

Bachelor of Science, Business Administration, Barnard College, New York, NY

- Certified Internal and External Sales Professional
- Certified Customer Success Professional