

LAUREN JONES



212-555-1212



youremail@email.com



City, State Zip

EDUCATION

Bachelor of Science, Biology
Pennsylvania State University
Philadelphia, PA

COMPETENCIES

Strategy and Planning
Account/Sales Management
Market Analysis
Business Needs Assessment
Negotiation Strategy
Customer Success
Revenue Enhancement
Expense Management
Territory Development

TECHNICAL SKILLS

Microsoft Office
Word, Excel, PowerPoint,
Sales Force

PROFESSIONAL SUMMARY

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 summarize your work experience and accomplishments with measurable results. Make sure the information you include aligns with the job requirements.

WORK HISTORY

COMPANY NAME | LOCATION | YEAR - YEAR

JOB TITLE

- 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.
- 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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