




AP

AMANDA PAUL

SALES MANAGER

CONTACT

-  212-555-1212
-  youremail@email.com
-  City, State

EDUCATION

Bachelor of Science, Biology
University of Pennsylvania
Philadelphia, PA

COMPETENCIES

Sales Management
Lead Generation
Strategy and Planning
Team Management
Training and Development
Expense Management
Budget Allocation
Client Education

TECHNICAL SKILLS

Microsoft Office
Word, Excel, PowerPoint
Canva, Adobe

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

WORK EXPERIENCE

JOB TITLE

COMPANY NAME

Year-Year

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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