

John Smith

your@email.com • Cell:(555) 555-5555

✧ Profile

Well-qualified and results-oriented sales leader with over 5 years of successful experience in positions of increasing responsibility and duties. Proven revenue generator in all market conditions. Outstanding relationship building, training and presentation skills. With the talent to sell design, quality, service over price.

✧ Education

Purdue University 2008~2012

Bachelor of Economics, Business Management

✧ Skills

- Commercial awareness (show your knowledge of business and understanding of the industry you are applying to join)
- IT Skills (basic and advanced computer skills to boost the productivity in work)
- Numerical skills (show your ability and competence to think critically and how your numerical skills help on decision-making)
- Excellent interpersonal skills (your ability to motivate individuals or how your interpersonal skills help your team raise sales, etc)
- Language skills (native and foreign languages)
- Confidence (show how your confidence reap workplace success, professional achievement and personal satisfaction)

✧ Work Experience

- Jun 2015 – Present: Senior Sales Executive, XXX Ltd
Details: main work, responsibility and achievements
- Nov 2013 - Jun 2015: Sales Executive, XXXX Ltd
Details: main work, responsibility and achievements
- Oct 2012 - Nov 2013 Assistant Manager, XXXX Ltd
Details: main work, responsibility and achievements
- Oct 2011 - Nov 2011 Internship in XXXX Ltd
Details: main work, responsibility and achievements

✧ Activities

President of Humanitarian Widget Society, Pennsylvania

Volunteer, Monthly Gathering of Time Inflicted Survivors, California