

Résumé 1

Richard Anderson

1234, West 67 Street,

Carlisle, MA 01741,

(123)-456 7890.

Profile: A seasoned professional and effectual leader with a proven ability to exceed sales quotas:

- Four years of strong inside/outside sales experience
- Extensive cold calling experience

Professional Experience:

2001 - Present: Sales Professional: ABC Resorts

- An international company and based in City XYZ that generates \$160 Million annually. A market leader and fast-paced inside/outside sales company in vacation ownership industry, ABC Resorts employs over 6,000 people worldwide.
- Organize meetings with new and established clients and perform sales presentations that provide clients with information about ABC Resorts. Follow up with owners to answer questions and resolve concerns. Entertain owners by hosting dinners and performing mass presentations. Generate referrals and build personal relationships with each client and close sales by signing contracts.

Achievements

- Frequently earn recognition for top sales performance
- Rapidly advanced through positions and promoted to sales trainer
- Closed 20% - 30% of all deals

1999 - 2001: Sales Representative: XYZ Vacation Suites

A fast paced inside sales company in vacation ownership industry with over 20,000 employees and over \$200 Million in annual revenues. Performed sales presentations and conducted property tours for clients. Followed up with clients to answer questions and generate referrals.

Achievements

- Awarded top sales representative eight times in first year
- Broke company's sales record in second year selling \$1.2 - \$1.5 Million in revenue each year
- Helped open City XYZ office
- Successful Closing and Upgrading Manager and Training Manager for up to fifteen man crews

Résumé 2

Robert Fender

1234, West 67 Street,

Carlisle, MA 01741,

(123)-456 7890.

Objective: a leadership sales position with a world class, high-integrity food products company.

EXPERIENCE

Eagle Creek Café, Irvine, California 1996-1997

General Manager

- Directed the startup of a new low-fat restaurant concept with 126 seats. Took over day-to-day [management](#) including staffing, training, purchasing, cost control, facilities, maintenance, advertising, customer relations, marketing and menu development. Participated in the concept and design of a low-fat menu.
- Achieved break-even within eight months.
- Staffed and trained an assistant manager and 18 servers and kitchen employees in full service dining.
- Reduced labor and cost of goods sold by 20%.
- Carried out a demographic study that pin pointed the restaurant's market.
- Developed and oversaw a catering program.
- Analyzed and upgraded kitchen equipment.

The Cheesecake Factory, Los Angeles, California 1993-1996
Store Manager: Units at Brentwood and Marina Del Rey

Good Java, Inc., Boulder, Colorado 1992-1993
Sales and Service Representative

- Began career as a service technician; promoted into sales within three months. Developed the South Denver market and mountain communities selling espresso equipment, supplies and coffee to a wide range of hospitality outlets including restaurants, coffee houses, hospitals and hotels.
- Led the company in sales of leased equipment and supplies.
- Developed and controlled 50% of the market share in two key territories.
- Implemented a new 30-day trial program which led to 30% more placements.
- Trained restaurant sales staff in operating, marketing and merchandising coffee products.

EDUCATION

Denver University, Denver, Colorado
Bachelor of Science, Marketing and Management, 1992

Résumé 3

John Abraham
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Objective:

An Automotive Sales Management position that will effectively utilize acquired expertise, creative talents and commitment to excellence. Desire a position with career growth potential.

Summary of Qualifications:

- Innovative professional with 16+ years of progressive experience within the automobile sales industry and the skills to drive business growth, capitalize on new revenue potential, and manage all aspects of daily business operations.
- Expertise in new and used vehicle sales, pricing strategies, client relations and needs assessment, marketing, financial [management](#), purchasing, administration, and staff training, supervision, motivation and mentoring.
- Proactive leader with refined business acumen and exemplary people skills. Facilitate a team approach to achieve organizational objectives, increase productivity and enhance employee morale.
- Quick study, with an ability to easily grasp and put into application new ideas, concepts, methods and technologies. Dedicated, innovative and self-motivated team player/builder.
- Exceptional leadership, organizational, oral/written communication, interpersonal, analytical, and problem resolution skills. Thrive in both independent and collaborative work environments.
- Proficient in the use of various computer programs and applications including Reynolds & Reynolds.

Education:

Jacksonville Community College
Jacksonville, Florida.
B.A., Marketing - 1998.

Résumé 4

Steven Yates

1234, West 67 Street,
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(123)-456 7890.

Objective

A challenging position as a Software Engineer and possibility of career growth.

Keywords

UNIX, C, C++, [Visual Basic](#), M68000 Development, DEC, VAX, System Servers, SGI, Intel 8086 Assembler, VMS, Pascal, LISP, FORTRAN, Basic, Macro-II. ClearCase, RCS, MS, TeamWare, MS/DOS, Solaris, SCCS.

Employment History

2000 - Present Engineer

Arteck Industries, Scranton, PA

- Worked on product planning along with its prototyping. Set up LAN and firewall consisting of Linux and Windows machines. Set up Linux web server and wrote Perl code to operate on the server system.

1995-2000 Software Engineer

Education

M.A. Computer Science

B.A. Computer Science, 1995

University of Richmond, Richmond, VA