

YOUR NAME

hello@website.com | 123-456-7890 | 123 Anywhere St., Any City
www.linkedin.com/in/yourname

SUMMARY

Here is where you can summarize yourself and your experience. You can say something like detail-oriented administrative professional with over 10 years of experience providing support to sales, or whatever your role entails. Include sentences like, "Proven track record of" and insert whatever you have accomplished in your career and what you're known for. Also be sure to include your strongest skills here, along with your "competitive advantage", what you bring versus what others may lack.

KEY SKILLS

TECHNICAL SKILLS

- Input your technical/specialized skills here pertinent to your job, i.e. Hubspot data entry, or:
- Client/vendor relations
- Order tracking in Netsuite ERP

CORE SKILLS

- Input your general skills here such as MS Suite, communications, etc.
- Strong communications across email, phone, and in-person
- General skill 3

WORK EXPERIENCE

Company | Location
Title
MM YYYY - Present

- Here is where you should use assertive action bullets of your accomplishments, such as the below. Other ideas include:
- Cultivated over 100 customer relationships (be sure to use job-specific keywords)
- Oversaw the development and implementation of a new accounting software that increased the order process efficiency by 70%
- Managed and mentored a team of 10 entry-level customer sales representatives
- Optimized shipping process operations to ensure efficiency and consistency across the team

Company | Location
Title
MM YYYY - MM YYYY

- Increased lead conversion by 40% in 6 months (Including metrics such as, "Took our team closing rate from 25 to 85%" will make you a standout candidate)
- Monitored our budget spend stayed under our goal of 1% of Gross Profit
- Assessed sales analytics and adjusted processes to enhance efficiency

EDUCATION & TRAINING

University X | Location
Major in X
Graduate year

Certification Provider
Certification Name
Year Completed

