
Resume Samples

Sample Sales Representative Resume:

John Doe
123 Main Street
Anytown, US 12345
(123) 456-7890
johndoe@aol.com

PROFESSIONAL EXPERIENCE:

Present Company 2001 to Present

Senior Territory Manager (May, 2002-Present)

Responsible for training and converting Gynecological surgeons in the utilization of the Vesica surgical device kit for percutaneous bladder neck suspension. Territory included Western states. Completed SPIN Selling and Strategic Selling training.

- Converted 22 surgeons to Vesica procedure 1995
- Highest revenue for InSurg division 1995

Territory Manager (September, 2001-May, 2002)

Responsible for calling on Urologists in high volume territory, which included several teaching institutions. Specialties involve endourology, incontinence, and BPH. Completed capital equipment sales training.

- Tracked at \$200,000 increase for 1Q & 2Q 1996
- Converted 18 surgeons to Vesica procedure 1996
- Sales Advisory Council
- Promoted to Senior Territory Manager

Account Representative (April, 2001-September, 2001)

Responsible for territory management cardiac cath labs in Los Angeles area. Interacted closely with physicians and lab staff in introducing new products and programs as well as supporting educational activities. Responsible for high level accounts such as Cedars-Sinai, Kaiser, UCLA, USC, and the Hospital of Good Samaritan. Offered sales positions with SCIMED upon completion of merger with Boston Scientific.

- Increased usage in key accounts
- Increased sales by 28% 1994
- Tracked at 138% of plan for 1Q through mid February 1995
- Promoted to Territory Manager

Past Company 1998 to 2001

Account Representative (July, 1998-April, 2001)

Train surgeons and operating staff in both clinical and laboratory settings on the application

of surgical staplers and laparoscopic instrumentation. Train surgeons in new laparoscopic surgery techniques. Responsible for the training of over 80 surgeons of varying specialties in lab setting utilizing animate models and providing technical support on cases. Made sales and marketing presentations to materials' managers, operating room supervisors, and hospital administrators. Surgical specialties included general surgery, cardio-thoracic, gynecologic, and urologic surgery.

- Complete extensive surgical training program with 25% class attrition
- Winner's Circle 1991 & 1992
- Rookie of the Year nomination 1991
- Top CST Western Division (4Q-1991, 1Q-1992)
- Top Performance New Products 1992 & 1993
- Trainer for Western Division

Past Company 1997 to 1998

Sales Representative (July 1997-July, 1998)

Assessing, analyzing, and evaluating of mailing and shipping equipment for a diverse and very demanding clientele. Extensive experience in capital equipment sales, involving design and implementation of marketing strategies, consulting existing and new accounts.

- Attained 132% of quota for 1988
- Attained 140% of quota for 1989
- Ranked 5th in the nation out of sales force of 440 for 1990

1996 to 1997

Sales Management Trainee (July 1996-July 1997)

Responsible for managing an assigned territory, which was in the top three in the nation. Maintaining and expanding sales volume quota were primary objectives.

EDUCATION:

State University, Anytown: Graduated 1996, BS in Economics - 3.2 GPA
Excel Training Program
Professional Selling Skills Seminar
S.P.I.N. Selling

REFERENCES: Available upon request

Sample Sales Manager Resume:

John Doe
123 Main Street
Anytown, US 12345
(123) 456-7890
johndoe@aol.com

PROFESSIONAL EXPERIENCE

ABC Medical Products 1989 - Present
Anytown, USA

A leading manufacturer of medical devices and disposables used throughout the hospital and physicians office

District Sales Manager (March 1992-Present)
Any District

Responsible for managing 7-9 sales representatives.
Responsibilities include formulating and implementing sales strategies for sales team, hiring decisions, terminating, sales training, sales meetings, long term goal setting, developing large accounts. Four out of five days a week are spent with sales reps in the field.

- Attainment of quota for '98 is 153% (Top 5% ranking for all U.S. Sales Managers)
- Number 1 out of 7 Sales Managers in the Region (2nd quarter promotion: won a Rolex watch).
- Promoted six Sales Reps into various management and home office positions.
- Member; Circle of Excellence two of three quarters in '98.
- Assisted in decreasing the turnover rate by 50%

National Sales Trainer (October '91 - March '92)
Anytown, USA

Responsible for conducting a sales class for newly hired sales representatives. Class ranged in size from 16 to 25 students. Other responsibilities included: developing material for the class and field operations, travel to district and distributor offices for field work, writing sales manuals and workbooks, assisting upper level management with special projects.

- Designed a sales tool that improved basic sales tactics. The tool is now an integral part in the class.
- Designed a recruiting kit that is used by 6 Regional Vice Presidents and 26 District Managers.
- Developed over 10 product and sales manuals that are utilized everyday by the sales force.

National Account Representative (March '90 - September '91)
Anytown, USA

Responsible for 35 accounts. Increased sales production in existing accounts and developed National Agreements with new accounts.

- First sales representative to take on the Valley as a National Account Rep.
- In only six months, penetrated and signed two National Accounts.
- Increased sales in 35 accounts by over 50%.

Sales Representative (February '89 - February '90)
Anytown, USA

Account Representative responsible for selling full line of operating room disposables. Products include drapes, gowns, masks, custom packs, etc. Called on O.R. Supervisors and Materials Managers.

- #1 Sales Rep in the Region 1989 (Out of 44).
- Silver Level Council Member 1989 (106% of quota).
- Silver Level represents the top 15% of the sales force.

Prior work history available upon request.

EDUCATION:

State University, Anytown: Graduated 1988, BS in Economics - 3.2 GPA
Excel Training Program
Professional Selling Skills Seminar
S.P.I.N. Selling

Sample Entry-Level Resume:

John Doe
123 Main Street
Anytown, US 12345
(123) 456-7890
johndoe@aol.com

Objective:

To obtain a position in sales or marketing. I would like to utilize my skills and knowledge acquired throughout the course of my educational and professional experiences as a Sales Representative.

Education:

State University, The State May 2003
Bachelor in Science: Business Studies

Additional Coursework: Business Management and Financial Planning

Experience:

Any Company, Town May 2001 - Present
College Marketing Representative
-Create awareness, trial, and loyalty among the college audience
-Plan and execute on-campus Promotions
-Arrange and carryout on-campus speaking engagements

Part-time Employment Company January 2001 - Present
Customer Service Representative
-Establish customer relations and follow up skills
-Answer telephones and provide answers to questions
-Named employee of the month, January 2003

Skills:

- Working knowledge of Microsoft Office (Word, Excel, PowerPoint)
- Experience with the Internet and E-mail
- Strong verbal communication skills

Activities:

Member of the Student Senate
Member of the Rugby Club Team
Resident Advisor, Senior Year

Sample High School Student Resume:

John Doe
123 Main Street
Anytown, US 12345
(123) 456-7890
johndoe@aol.com

Objective: To utilize office and computer skills to obtain an entry-level position in marketing.

Education:

Anytown High School
GPA = 3.85 (Unweighted), 4.25 (Weighted)
Rank = 10/500

Additional Coursework: Ancient Greece and Writing Workshop at Advanced Studies Program

Work Experience:

Any Company, Anytown May 2009 – Present
Office Assistant
- Answer telephones and provide answers to questions
- Create and file business documents and records

Another Company, Town October 2007 – Present
Camp Counselor
- Create awareness, trial, and loyalty among campers
- Plan and executive camp promotions and public relations events
- Arrange and carryout camp activities

Extracurricular Activities:

Founder of the High School Dodgeball Club
Student Council President
Member of the Ski Club
Captain of the Varsity Lacrosse Team
Member of the Junior Varsity Basketball Team

Volunteer Service:

Boys and Girls Club Sports Clinic Volunteer
Member of the Key Club

Awards:

Most Improved Player Award
Advanced French Award
Rotary Club Student of the Month
Freshman Sportsmanship Award
National Honor Society