

# YOUR NAME

222 FIRST STREET, CALGARY, T3A-3Y5  
PHONE (403) 000-0000 • E-MAIL ME@HOME.COM

## OBJECTIVE

---

[ Type Objective Here ]

## EDUCATION

---

200x - 200x [ School/Organization Name ] [ City, Province ]  
[ *Diploma/Certificate/Degree/Major* ]

- [ Details of education completed. ]

200x - 200x [ School/Organization Name ] [ City, Province ]  
[ *Diploma/Certificate/Degree/Major* ]

- [ Details of education completed. ]

## WORK EXPERIENCE

---

200x - 200x [ Company/Organization Name ] [ City, Province ]  
[ *Job Title* ]

- [ Details of position. ]

200x - 200x [ Company/Organization Name ] [ City, Province ]  
[ *Job Title* ]

- [ Details of position. ]

200x - 200x [ Company/Organization Name ] [ City, Province ]  
[ *Job Title* ]

- [ Details of position. ]

## SKILLS

---

[ Click here and enter information. ]

## REFERENCES

---

References and letters of recommendation available on request.

# JOE BLOGGS

## SUMMARY

"[Click here and type a BRIEF summary of your skills]"

## EXPERIENCE

2000 – Current                      ABC Company                      Wellington  
*National Sales Manager*

ABC Company is a national organisation providing outsourced technical services to a range of mid – large sized companies. We manage their pay roll utilizing our systems.

### **Responsibilities**

- Managed a team of 8 staff developing technical solutions for our clients
- Managed and worked on a number of RFPs
- Liaised with the implementation team once RFP won
- Followed up with client Post Sales to ensure satisfaction and on-going business

### **Achievements**

- Increased sales from \$10 million to \$32 million.
- Doubled sales per representative
- Suggested new products that increased earnings by 23%.

1994–1999                      Ferguson and Biggs                      Lower Hutt  
*District Sales Manager*

Ferguson and Biggs is a company specializing in the supply of IT financial packages for mid – large businesses. It holds the franchise for a range of products and this office covers the lower North Island.

### **Responsibilities**

- Managed a team of 5 staff
- Looked after the top 5 clients personally
- Managed training for all staff
- Developed sales methodologies in conjunction with the team
- Liaised with the implementation team

### **Achievements**

- Increased regional sales from \$3 million to \$10 million.
- Managed 5 sales representatives in 3 different locations.
- Implemented training course for new recruits — increasing profitability.
- 

1990–1993                      Duffy Vineyards                      Hastings  
*Senior Sales Representative*

Duffy Vineyards had just increased its production to the point

**Responsibilities**

where it needed to more actively market their products nationally and overseas.

**Achievements**

- Developed a sales strategy
- Worked in conjunction with a marketing company to establish branding for local and overseas markets
- Expanded sales team from 1 to 3 representatives.
- Tripled revenues for the company.
- Expanded sales to include mail order accounts.

1987–1990 LitWare Ltd Napier  
Litware supplies specialized lighting equipment to commercial premises

**Responsibilities**

*Sales Representative*

- Worked with the Sales Manager to identify potential markets in the Hawkes Bay and surrounding regions
- Cold called on a number of potential customers and developed business with about 25% of these
- Developed a mail - out campaign and then followed up with good success
- Maintained contact with customers and obtained follow up business
- Expanded territorial sales by 200%.
- Received company’s highest sales award two years in a row.

EDUCATION

1983–1986 University of Waikato  
■ B.B S., Majoring in Business Administration and Information Science.

TECHNICAL SKILLS

"[Click here and type a summary of your technical skills"

INTERESTS

Running, gardening, carpentry, computers.

**YOUR NAME**

101 NEW RESUME  
TRAIL, CALGARY,  
SE, ALBERTA,  
CANADA, TY4-3X2.

(403) 000-0000  
(HOME)  
(403) 000-0000  
(CELL)  
ME@MYMAIL.COM

OBJECTIVE

[ Type Objective Here ]

SUMMARY OF SKILLS

- [ Click here and enter details about what you can do. ]
- [ Click here and enter details about what you can do. ]
  
- [ Click here and enter details about what you can do. ]
- [ Click here and enter details about what you can do. ]
- [ Click here and enter details about what you can do. ]

EDUCATION

200x – 200x [ School / Organization Name ]  
[ City, Province ]

**DisplayText cannot span more than one line!**

WORK EXPERIENCE

200x – 200x [ Company / Organization Name ]  
[ City, Province ] [ Details of position. ]

200x – 200x [ Company / Organization Name ]  
[ City, Province ] [ Details of position. ]

200x [ Company / Organization Name ]  
[ City, Province ] [ Details of position. ]

[ Click here and enter information. ]

INTERESTS

REFERENCES

A list of references is available on request.

# SAMPLE RESUME

Street Address  
Phone Number  
City, ST Zip Code  
mail Address

e-

## SUMMARY

List your qualifications, experience, why you want this job. Here you have to convince the reader that you are qualified for this position. Make sure you have evidence to back up your claims.

## QUALIFICATIONS

- This section is optional if you have a strong education and you have space in your resume then include it.
- Do not use more than 4 bullet points in a group.
- The font of your resume should be in 12pt and use a basic font like Times New Roman.
- 

## JOB EXPERIENCE

LAST JOB TITLE  
start finish

Years

What is the position you held & the name of the organization you worked for if you think this is relevant to potential employer . A well known previous employer is an asset.

- Use Bullet points to emphasis accomplishments.
- Use key words for your particular industry. These can be picked out from the job advert itself and from industry periodicals.
- Do not cram too much make sure it is easy to read. Use white space to separate

# Curriculum Vitae

*John Doe*

---

Address

Tel: 1111111111 – Mobile: 1324657989

Email: johndoe@yahoo.com

Only include picture if specifically requested by employer or hiring manager

**OBJECTIVE:**  
See Personal Profiles Section

**SUMMARY OF QUALIFICATIONS**

---

•

**RELEVANT EXPERIENCE**

---

•

**EMPLOYMENT**

---

•

**EDUCATION**

---

•

## **OTHER SKILLS**

---

- 

## **REFERENCES**

---

Available upon request.