

Example of a Professional Resume

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Objective	To secure a sales position that will allow me to demonstrate my communication, organizational and analytical skills.		
Experience	1990–1994	Arbor Shoe	South Ridge, SC
	National Sales Manager		
	<ul style="list-style-type: none">▪ Increased sales from \$50 million to \$100 million.▪ Doubled sales per representative from \$5 million to \$10 million.▪ Suggested new products that increased earnings by 23%.		
	1985–1990	Ferguson and Bardwell	South Ridge, SC
District Sales Manager			
<ul style="list-style-type: none">▪ Increased regional sales from \$25 million to \$350 million.▪ Managed 250 sales representatives in 10 Western states.▪ Implemented training course for new recruits — speeding profitability.			
Experience	1980–1984	Duffy Vineyards	South Ridge, SC
	Senior Sales Representative		
	<ul style="list-style-type: none">▪ Expanded sales team from 50 to 100 representatives.▪ Tripled division revenues for each sales associate.▪ Expanded sales to include mass-market accounts.		
Experience	1975–1980	Lit Ware, Inc.	South Ridge, SC
	Sales Representative		
	<ul style="list-style-type: none">▪ Expanded territorial sales by 400%.▪ Received company's highest sales award four years in a row.▪ Developed Excellence in Sales training course.		
Education	1971–1975	South Ridge State University	South Ridge, SC
	<ul style="list-style-type: none">▪ B.A., Business Administration and Computer Science.▪ Graduated <i>summa cum laude</i>.		
Interests	SR Board of Directors, running, gardening, carpentry, computers.		