

[Street Address], [City, ST ZIP Code]•[phone]•[e-mail]

Your Name

Objective

The Position You are Applying for.

Experience

Sales professional with 13 years of experience in corporate marketing and internal communications for multimillion-dollar companies across diverse industries. Proven ability to drive record-high marketing campaign response rates and execute successful product launches.

Employment Year- From – To (in chronological order)	Name of the Company	City and State
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[Job Title]

- [Job responsibility/achievement]
- [Job responsibility/achievement]
- [Job responsibility/achievement]

Skills

- | | |
|------------------------------------|-------------------------------------|
| • Marketing Strategies & Campaigns | • Focus Group & Market Research |
| • Corporate Communications | • Development of Training Materials |
| • Creative Team Leadership | • Sales Collateral & Support |
| • Product Positioning & Branding | • Public & Media Relations |
| • Web & Print Content Development | • New Product Launch |

Education

[Dates of attendance]	[School Name]	[City, ST]
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[Degree Obtained]

- [Special award/accomplishment or degree minor] Both UG AND PG degrees and special courses if attended, make a mention.

Awards

Award of Excellence for Outstanding Advertising ,2008

Action Award of Excellence for Outstanding Sales Target Achievement, 2007

Reference

References are available on request.

This is a sample RESUME for the position of Marketing or Sales Manager designed chronologically. This is a basic format which most of the companies expect from prospective candidates. Your profile should be

summarised in a precise as well as impressive manner. It is something that you tell about yourself , a kind of self appraisal.

