

Make sure your name is clear and easy to read

Only put your degree letters after your name if they are relevant to the job.

Use your full postcode.

Use your personal email address

First name Surname (Qualification letters)
1a Your Street, Your Town, Co. Something, BT99 1AA

Home Tel: 02800 123456
Mobile: 07100 000000
Work Tel: 02800 654321

E-mail: name@some.co.uk
Full Clean Driving Licence
D.O.B.: 01.01.01

Personal Profile or objective (4-5 lines)

- Why you want the job & why are you suitable
- Include your entire key selling skills and attributes. For example, confidence in my ability to succeed which is reflected in my sales results and client referrals (up 64% year on year)
- Include any major achievements (i.e. increasing sales, reducing costs etc.)
- This is the first part that the selector reads- **MAKE THEM WANT TO READ ON!**

Key Skills

5 or 6 key points in bullet format. What specific skills / experience do you have that the selector is looking for. Check out job specification or phone the company for details.

Employment History

Sales manager	Company Name	07/02-- Present
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- Don't just list responsibilities – give specific achievements.
- Increased sales turnover from £7K to 28K in 3 years.
- Developed client base from 200 to 600 commercial customers, with regular contact and sales.
- Proactive pursuit of new business opportunities and business development.
- Management of 6 Sales Representatives.
- Responsible for approving all advertising initiatives and supervision of all client incentive events.
- Finance proposals, vehicle appraisals and review of all account documentation.
- Extensive use and knowledge of Excel and Access for recording and monitoring sales figures and logging client information.

Whilst planning my own workload and reporting directly to the Managing Director, I have had great autonomy to develop the business. Being self motivated and results driven I have surpassed many high set targets and won lucrative contracts from stiff competition and kept them.

Area Sales Manager	Company Name	04/95-07/02
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- Duties, responsibilities, achievements and results etc.
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Sales Developer	Company Name	08/93-04/95
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- Usually details should be shorter the further the back you go.
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- Duties, responsibilities, achievements and results etc.
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Education & Qualifications

University Name, Town (Dates)

BA (Hons) Subject (If limited employment history, list course modules)

School Name, Town (Dates)

Your Name

A-Level 2 x C Geography, Biology
 1 x D Politics
GCSE 9 Grade A-C (Do not include any fails)

Training Courses

Year attended

Course Names

2003

Chartered Institute Marketing

I.T. Skills

List programs that you have used and state how competent you are. E.g. Advanced in Access, Excel, Word and intermediate knowledge of Mac applications.

Hobbies & Interests

Other Achievements (Optional)

nb Keep information in chronological order working from, recent to past. Don't be negative – Sell yourself! Don't waffle & make it easy to read. Highlight any points which maybe of specific interest i.e. CAPS or underline.

Keep it brief – CV's should be a maximum of 3 pages.

References available upon request



Don't give details of referees at this stage unless specifically asked to do so.

Your Name