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You may do so in any reasonable manner, but not in any way that suggests the licensor endorses you or your use. ShareAlike — If you remix, transform, or build upon the material, you must distribute your contributions under the same license as the original. No additional restrictions — You may not apply legal terms or technological measures that legally restrict others from doing anything the license permits. You do not have to comply with the license for elements of the material in the public domain or where your use is permitted by an applicable exception or limitation . No warranties are given. The license may not give you all of the permissions necessary for your intended use. For example, other rights such as publicity, privacy, or moral rights may limit how you use the material. Sales are the lifeblood of any growing company. Without sales, companies grow stagnant—or worse, fail. But with a good sales department, a company can truly thrive. You know how to care for customers, present solutions to problems, and adapt to any situation. Unfortunately, getting a new sales job involves more than just a short resignation letter at your current job and being stellar at what you do. You shouldn't have to create a resume or write a sales cover letter alone, which is why we've analyzed hundreds of professional resumes and created 27 sales resume examples just for you. These examples have helped salespeople get hired by companies like Google and Facebook, and they're here for you to achieve the next role of your dreams in 2025, or download as PDFAs a sales expert, numbers are king. If you can, highlight your numeric sales performance on your sales resume to make a splash. Whether your most significant impact was in total sales, conversion rate, retention rate, or lead generation performance, it doesn't matter—numbers speak louder than words, so include them whenever you can!Space is limited on your sales resume; a cover letter generator will be your best friend, giving you plenty of opportunity to expound on those details you couldn't fit in your resume, or download as PDFYour sales assistant resume should have a list of relevant abilities in your resume's skills section, but you should also demonstrate them in your work experience bullet points. Find a way to include metrics to really sell your skills!Don't just say you used a certain skill; demonstrate how you used that skill. For example, did you use your organization skills to stock many items? Your first step in nailing down that dream sales job is selling yourself. You can show your enthusiasm for the job by opening with a powerful resume objective. Pack your resume objective with proactive language that shows your eagerness for growth and improvement. If you're looking for a career-building role, then say exactly that!or download as PDFTo get your first role as an entry-level sales representative, you need to convince the hiring manager that you have charisma and dedication. Sales is a people management game. If you have charm and patience, that's much more valuable in the eyes of the hiring manager than an impressive educational background. You can also include a resume objective to mention some of your accomplishments and skills right off the bat; if you choose to do so, make sure you tailor it for every job to which you apply. Your entry-level sales resume should play to your strengths, no matter where they lie. If your education is your strongest area, include your minor, GPA, and any relevant courses you've taken. If you've worked on several projects, make room to include them on your resume in place of work experience, or download as PDFSalespeople work with customers on the daily, but sometimes, those customers are less than grateful. Your experienced sales associate resume must demonstrate that you can work with high-maintenance customers. Your true competence as a sales associate shines through the most when you mention how you effectively calmed angry customers and offered practical, compassionate solutions. The skills for your resume should be extensive but not exhaustive. That is to say, you should only include skills that you'd be comfortable citing in an interview. If you're not overly familiar with a skill, leave it out—honesty is the best policy, and many skills are easy to learn on the job, or download as PDFHiring managers want to know that you have past retail experience, so when you're writing your resume, always include your most relevant sales experience (which is likely your most recent position). If you don't have past retail experience, don't fret; use the positions you have to highlight transferable skills, like time management, customer service, and problem-solving. Beyond just knowing you have experience, hiring managers want to know if you were a successful retail sales associate. Look for ways to demonstrate your achievements in your experienced retail sales associate resume. Instead of just listing responsibilities, include any achievements, too. Were you a top salesperson in your store? Did you increase your customer review rating? Did you cross-sell effectively and increase revenue? All of these are great examples to include!or download as PDFIt might feel weird to write about yourself, especially when explaining why someone should hire you, but your senior sales analyst resume isn't the place to be shy. Include a resume summary (also called a career summary) if you can boast 10+ years of field experience. Make it a concise, customized snapshot of yourself by including your specializations, defining expertise, and mentioning the largest success by name. Try adding metrics to your resume to boost your impact and make your resume easier to read. You can include the number of employees you manage or mentor, the rate at which you've increased revenue, the rate at which employees have hit sales targets during your tenure, the number of departments you collaborate with, the number of monthly presentations you give, and any other metrics that showcase how you've improved company performance, or download as PDFYour passion for streamlining processes to optimizing resources should come out strongly in your VP of sales resume. Most importantly, your ability to motivate the sales team should be highlighted if you're looking to get hired at a dynamic company like Cree. A good example is the training program you initiated, which boosted team morale and overall productivity by 38 percent, or download as PDFYou've crafted an impressive executive sales resume with a stunning design, a work history section quantifying your achievements, and pretty much everything else—right on! However, all your efforts could be in vain if you don't optimize it for the ATS. The ATS, the gatekeeper of applications, has a thing for resumes with conventional sections (think work experience, education, certifications, and skills) sprinkled with keywords mentioned in the job ad. Eligible terms for a sales position range from Salesforce, Tableau, and LinkedIn Sales Navigator to Mailchimp, or download as PDFAbout whipping up a sales coordinator resume that turns the hiring manager's chore into a delight, the magic ingredient is conciseness combined with compelling content. And the secret formula? Generate snappy bullet points to run for the show in your work history. Aim for about three work experience sections, each populated with four to five bullet points spotlighting remarkable achievements pertinent to the role. That won't just make it a breeze to scan your resume; the recruiter engages with it, gaining a crystal-clear insight into why you're an exceptional match for the role, or download as PDFAverage door to door sales resumes bring as much success as sales representatives who know next to nothing about what they are selling—not exactly a recipe for success, right? If you really want to stand out and ensure the hiring manager doesn't lead you in the lurch, show you're well-versed in effective sales techniques. Your ability to manage territories, craft engaging product demos, seal the deal, and rope in new customers are the kind of moves to show off in your masterpiece. Isabella, for instance, talks about driving up sales by \$118,420+, amplifying lead generation, and negotiating long-term contracts that pump up revenue, or download as PDFFor a killer new home sales consultant resume, go ahead and spotlight your impact in the field, even if you've only been in the game for a minute. While at it, capitalize on numbers—quantifying your wins will lend more credibility than broad, fuzzy claims. Check out Clara's resume for showstoppers like "Streamlined customer relationship processes, reducing follow-up time by 18 hours per month via Pipedrive automation" and "Scheduled 160+ consultations per year via Setmore, cutting no-show rates by 42%, attributed to automated reminders," or download as PDFShowcase a history of hitting it out of the ballpark in your sales clerk resume, and the hiring manager will be itching to welcome you to the team. Wondering what the best way to ace that is? Metrics! See phrases like "Processed 54 transactions daily using SquarePOS, ensuring accurate sales and inventory updates" and "Managed cash register operations and sales reports via QuickBooks, ensuring accuracy for \$6,024+ in weekly transactions" in Orion's showpiece? There's no need to say more, or download as PDFBreaking the mold is truly the only way to make it to the hiring manager's "Check again later" pile. And we know exactly how you can do that—accentuate (via bolding) wins relevant to the open role in your furniture sales resume. For example, Brynna bolded the phrase "Managed 56 client accounts in Salesforce..." in her piece. The potential outcome? They caught the recruiter's eye in a split second and drew attention to their impact in their current role, or download as PDFHard figures underscoring your impact would be a powerful way to present your pharmaceutical sales resume. It's evidence that you are equal to the task and employers would swiftly hire you. Did you help expand market share? Did you leverage technology to help close more sales deals? 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Be bold, like Asher, in showing off to what extent your skills and knowledge contributed to the company's sales department, or download as PDFAs a sales representative, you know that first impressions count. Your resume is your first impression to your future employer, so make sure it's professional and tidy. Make sure every section of your sales representative resume is easy to read and distinguish by either capitalizing them, bolding them, or using a colored font. Hiring managers typically receive many applications upon submitting a sales rep job description. Unfortunately, they don't have time to carefully read every job applicant's documents. Any mistakes will be easy to see and will hurt your chances of getting an interview. So, always check your resume before you submit it!or download as PDFManagers have many duties, so you must demonstrate increased responsibility throughout your career. Focus your work experience on your sales achievements and management expertise. Even if you have no sales management experience, you can still show off your sales skills and leadership qualities wherever it was that you worked. When writing your sales manager resume, you should demonstrate ownership in your actions. One great way to do that is through the use of action verbs like "built," "developed," and "led" in your work experience bullet points. When you can, include metrics that quantify your success. Saying you conducted meetings is one thing, but conducting meetings that resulted in a 14% increase in leads is another, or download as PDFYou can include a lot on your digital sales resume, but don't go overboard. Hiring managers will only have time to skim one page, so make your content count. A good resume template will help you structure your resume effectively, but be aware of spacing—even a good resume template won't help if your text is too tiny to read or spreads into the margins. The nature of digital sales means you shouldn't be short on finding quantitative metrics to demonstrate your value in your job description bullet points. If you're stumped on what numbers to include, consider these options: response time, the number of active accounts, size of the average account, churn dollars, team size, ROI, social media post engagement, the number of products you know, and how many awards you've won, or download as PDFAs a sales strategist, you may wonder how to demonstrate your qualifications to snag the role. Before you get stuck on too many "what-ifs," consider looking for inspiration. There are many good resume examples if you know where to look, and they can help you break out of your writer's block funk. Take a look and get some inspiration! Moreover, you can ask some co-workers to help you, too! They can help you decide what metrics to include and how to sound confident but not arrogant. Your experience also plays a role in your sales strategist resume. For example, if you're a senior-level employee, you don't need to include much in your education section, but you should include more work experience bullet points. However, if you're new to the field, you can include your GPA and educational awards while minimizing your work experience in favor of projects, or download as PDFOne of the most crucial resume tips we offer involves your contact header. Every profession differs in what they value, but in the case of a sales consultant, you should include a LinkedIn address to get a hiring manager's notice. A strong network on LinkedIn indicates that you're good at building professional relationships, which is an essential element of sales. If you haven't updated your LinkedIn in a while, make sure you do that as soon as possible. Your sales consultant resume should incorporate the skills listed in the skills section throughout your work experience entries. For example, you can talk about unveiling options for clients, creating working relationships, and building up networks. These details demonstrate that strong customer rapport is, in fact, a skill you possess, or download as PDFEvery resume, no matter the profession, must be tailored to individual job descriptions, and a sales engineer is no exception. For example, if the job you're applying to emphasizes the importance of using CRM software or building long-lasting relationships with customers, emphasize these skills in your skills section. Not sure if you should include a resume objective on your sales engineer resume? Consider these tips to decide whether it's worth the space (and time) to write an objective. If you're just starting your career in sales engineering OR transitioning to a different type of role, include an objective. If none of the above applies, leave it out in favor of more work experience, or download as PDFWhen looking for a sales executive, a company will focus on results, so your sales director resume must include hard numbers to demonstrate how you've made a positive impact. Don't forget to list accomplishments related to leading people and building customer relationships, starting by recording how many customers you helped or how many people you led. Then look for percentages relating to KPIs from there. Beyond hard sales, a director-level sales position requires certain soft skills, including leadership and people management, or download as PDFSales professionals live and breathe according to numbers, but demonstrating your knowledge of what drives those numbers will place you a cut above the rest. Good examples include the number of new accounts you opened, conversion rate, retention rate, lead generation performance, and overall growth. Sales revenue is the main statistic related to every sales position, but make sure you venture outside the box to include other metrics, too. No matter what content you include, your outside sales resume needs to be error-free. You'd be amazed at what tiny typos and punctuation errors can slip through without your noticing, and employers will appreciate your attention to detail! Run your resume through a resume checker or spellcheck system, then proofread it again with your own eyes, or download as PDFWhile your software sales representative resume is bound to emphasize interpersonal skills, there's value in the numbers, too! A software-focused sales recruiter will want to see quantifiable accomplishments. For example, did you exceed your sales quotas, and if so, how many times? How much did you increase profits for the company? Provide details that prove you can boost numbers at the next company you'll work for! Striking a good balance between hard and soft skills in your resume's skills section is tricky, but it's more doable than you might think! If you can, shoot for half an half between technical and soft skills, but if you're an entry-level candidate, it's okay to have more soft skills. As a software sales rep, you should include the programming languages you know, plus soft skills like "negotiation" and "interpersonal communication." Proper formatting ensures your resume is readable, logical, and complete. If you neglect the formatting, you risk potential employers not taking your application seriously (or not even seeing your resume). When it comes to formatting, remember the following: Choose one of three resume format options Draw attention to your resume header Make your sales resume accessible for the ATS and employers Hiring managers' preferences tend to change over time, but for 2025, it's clear that three resume formats are the most popular: Reverse-chronological format: This format emphasizes your most recent experience by placing work experience toward the top of your resume. Ordering your experience this way highlights career growth and development. Functional format: A functional format stresses skills over work experience. This type of format may be appealing if you have little work experience or if there are gaps in your employment. Combination/hybrid format: This type combines reverse-chronological and functional formatting, placing equal weight on job history and skills, but it can be hard to read because of this. Though all three types are popular, hiring managers prefer the reverse-chronological format. It's easy to read, underscores career growth, and looks honest regarding your job experience. Presenting your contact information may seem unimportant. However, this is the most important information in your resume; without it, how can you expect hiring managers to tell you "you're hired?" Don't make the mistake of undervaluing the importance of an accurate and beautiful resume header. Start by aligning your header either to the left or center. Then write your name in a large font size so you can see it from far away. Right below your name, include your job title in a slightly smaller font. Then if you like, you can tastefully add some color to show your personality. (We love cobalt blue and buttercup yellow, but there are a few key differences between them. An objective identifies why you'd like to work for the company under the specific job title for which you're applying. A summary highlights the skills you possess and what achievements you've earned within your past positions. Objectives and summaries are strictly optional, but there are a few instances where adding your name and title, list your contact information. Keep the text the same font size as the body of your resume, and consider including a border (with or without color) to make it pop. This section should include: Your email (make sure it's professional and not something like "email protected") Phone number (with an area code) City & State (optional but recommended) Professional links to portfolios or sites like LinkedIn (optional but recommended) Once you upload your resume to an online job application, it won't go straight to a hiring manager's desk. Instead, it will go through the ATS, or Applicant Tracking System software. This system uses keywords in your resume to determine your likelihood of being a good fit for a particular sales job. If you don't pass the ATS scan, it's doubtful you'll get an interview. Margins: Use standard half-inch or one-inch margins all around. Fonts: Use professional, easy-to-read fonts like Times New Roman, Arial, or Georgia. Font sizes: The body of your resume should be the smallest font at around 12-point, your job title should be 20-point font, and your name should be approximately 24-point font. Header names: Instead of adjusting font size for section headers, try bolding them or using all caps. Skills: You can list them in a horizontal or vertical list; we recommend using bullet points in a vertical list unless you lack space. Logical order: As we suggested earlier, we recommend a reverse-chronological format since it's easy for the ATS to scan. One page: You must fill one page exactly. You can slightly adjust fonts, font sizes (a little touch), vertical spacing, and margins to hit this target. If you're struggling to make a resume online with enough content and proper formatting, remember this: the most important thing is to ensure your resume is read. If you have to cut content to keep your formatting easy to read, do it. Contrary to sources floating around the internet, there is a difference between a resume objective and a resume summary. Both are short paragraphs written explicitly for every application you submit, but there are a few key differences between them. An objective identifies why you'd like to work for the company under the specific job title for which you're applying. A summary highlights the skills you possess and what achievements you've earned within your past positions. Objectives and summaries are strictly optional, but there are a few instances where adding your name and title, list your contact information. Keep the text the same font size as the body of your resume, and consider including a border (with or without color) to make it pop. This section should include: Your email (make sure it's professional and not something like "email protected") Phone number (with an area code) City & State (optional but recommended) Professional links to portfolios or sites like LinkedIn (optional but recommended) Once you upload your resume to an online job application, it won't go straight to a hiring manager's desk. Instead, it will go through the ATS, or Applicant Tracking System software. This system uses keywords in your resume to determine your likelihood of being a good fit for a particular sales job. If you don't pass the ATS scan, it's doubtful you'll get an interview. Margins: Use standard half-inch or one-inch margins all around. Fonts: Use professional, easy-to-read fonts like Times New Roman, Arial, or Georgia. Font sizes: The body of your resume should be the smallest font at around 12-point, your job title should be 20-point font, and your name should be approximately 24-point font. 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