

**OBJECTIVE:** Tailored to the position that you seek

**EXPERIENCE:****Position Held - Full Company Name, City, State  
Month, Year – Month, Year**

- Responsibilities - Brief descriptions of job functions performed. Use past tense action verbs for past jobs and present tense action verbs if still in current job. Avoid duplicating action verbs each time. (Don't use the words, generated, organized, handled, etc., more than once.)
- Value is the talent that you can bring to an organization. What is it that makes you so valuable that a company would hire you?
- Achievements – Awards, sales records, promotions, revenue/profit brought to company, implemented new procedures, etc.

**Account Executive - Pinto Employment Search – Los Angeles, CA  
October 2000 – Present**

- Make cold-calls to develop new business leads
- Negotiate contracts with employers
- Handle administrative tasks such as writing and posting of job orders
- Screen potential candidates and conduct in-depth interviews
- Generated 3 Trillion Dollars in new business within first two years
- Restructured finance department to improve efficiency
- Placed one candidate per week with only a -10% turnover
- Received Employee of the Decade award in 2010
- These are only examples. Use as many job functions that you deem successful. Just emphasize the most relevant items.

**Inside Sales Coordinator – XYZ Logistics – Woodbridge, NJ  
September 1994 – October 2000**

- Provided back-up support to a team of 11 account executives nationwide
- Prepared rate proposals and sailing schedules
- Liaised with operations staff to resolve problems
- Attended sales calls once per week

**EDUCATION:**

Bozo's Clown College, Jersey City, NJ  
Associate's Degree, May 1994  
Minor in Economics

Certificate of Extreme Knowledge in Logistics  
World Trade Center School, Singapore

**COMPUTER SKILLS:**

Microsoft XP, Excel, Power Point, MS Word/Office Suite

**LANGUAGE SKILLS:**

Multilingual: Fluent in Old English, New English, Latin, Spanish, French, German, Italian, Gaelic

**PROFESSIONAL ORGANIZATIONS:**

Member, Import-Export Club  
Lead Orator, Transshipment Society  
Member of the Board of Directors, Top Shipping Incorporated

**ACTIVITIES:**

Volunteer, United Nations, Feed The Children, Red Cross

**REFERENCES:**

Available upon request.