**Name (To edit this document please download and save)**

0499 999 999 email@email.com Linkedin.com/in/name/

This template has been created to assist you with crafting your resume with the guidance of your Coach. Please use the headings as a guide only.

**FRONT PAGE**

Only include what is most important for the role you are targeting on the front page, your Coach can help with this.

**CAREER PROFILE**

(Use Career Profile resource on the [JA Portal](https://www.ct.hudson.com/skillup) to summarise your area of expertise, experience, most marketable / relevant skills, and unique offering. Consider this as your elevator pitch or value proposition see example below.)

A driven and experienced Sales Manager, with expertise in driving results and profitably growing volume and achieving goals. I have a background spanning multiple industries including FMCG and Petroleum and have a breadth and depth of transferable skills and knowledge. I have extensive key account experience and have been able to build strong relationships with key stakeholders to increase sales in high volume, fast paced markets. I have a proven capability in aligning my goals to the corporate goals to not only achieve but exceed KSI/KPI targets of close to $200 mil by developing and executing effective business plans and strategies.

**AREAS OF EXPERTISE**

(Only include Functions or Competencies (not character traits) – be guided by what the job advert asks for)

System Implementations IT Service Management Stakeholder Management

Business Process Improvement Change Leadership Budget & Cost Control

Business Analysis People & Culture Development Project Management

**CAREER HIGHLIGHTS**

(This a great way to bring achievements from the 3rd or 4th page to the front page.)

* Lead, coached and motivated a team of 6 Territory Managers to profitably exceed sales target from $160 mil year ending 2016, to $188 mil year ending 2017
* Coached and mentored my team members to achieve 6 out of the 8 Annual Territory Sales Manager Awards for QLD consecutively in 2012, 2013, & 2015
* 18 direct reports promoted to Senior Executive roles

**ACADEMIC QUALIFICATIONS**

(Include your relevant degrees, certificates and professional development courses)

**Course Institute Year Completed**

Master of Leadership in Service Innovation University Year Completed

Bachelor of Business University Year Completed

**CAREER SUMMARY**

(You can go back as far as you feel is relevant and tells the story you want to about your career)

**Role Name of Organisation Employment Duration**

Area Sales Manager Organisation Year - Year

Client Account Manager Organisation Year - Year

Sales Representative Organisation Year - Year

Area Sales Manager Organisation Year - Year

**SECOND PAGE**

This is where we dive into the detail of your work experience in a reverse chronological order. Try to leave no gaps and explain those that exist e.g. Career Break, Study Break, Maternity or Paternity Leave. Follow this format to cover the last 10 years in detail. For positions prior to the last 10 years, write a brief summary of purpose and scope of role only.

**EMPLOYMENT HISTORY**

**Role Name of organisation Month Year – Month Year**

(Include brief description of the organisation: What it does, annual turnover/ revenue, where it is represented, number of employees and industry. See below as an example)

\_\_\_\_\_\_\_\_\_\_ is the global leader in water, hygiene and energy technologies and services that protect people and vital resources for customers around the world with over 49,000 employees globally.

(Include a brief summary about the purpose and scope of your role. Make sure to mention your job title. See below as example)

As the Role Title for major projects I was accountable for the representation of FMCG manufacturers through the retail outlets including end to end relationship management and operationalising the sales and marketing plans.

Responsibilities

(Use the [JA Portal Resources](https://www.ct.hudson.com/skillup) to create a tactical list of your responsibilities using active, dynamic verbs to provide context and position you at the right level. See example below)

* Assist and liaise with the QLD Sales Manager for current account information when required - Customer Prices & comparisons Product Pricing comparisons and codes.
* Negotiating with customers, including changing to new products, explaining features and benefits, price concerns comparing opposition proposals and market comparisons.

Achievements

(Use the [JA Portal Resources](https://www.ct.hudson.com/skillup) to build Achievement Statements that provide context, are measurable, specific and include the action and result achieved. See example below)

* I positively affected the business by reaching and exceeded Budgets consistently acknowledged through our Sales Incentive Program.
* Reached 20 % above budget 2020 through the management of a portfolio of 250 customers to achieve budgets 2 months before June 2020.

**\*If you have had many roles within the same company it may be more suitable to use the format below instead\***

**Name of organisation** (Total years in company) **Year –Year**

(Include brief description of the organisation: What it does, annual turnover/ revenue, where it is represented, number of employees and industry.

**Role** (Years in this role) **Month Year – Month Year**

(Include a brief summary about the purpose and scope of your role)

Responsibilities



Achievements



**Role** (Years in this role) **Month Year – Month Year**

(Include a brief summary about the purpose and scope of your role)

Responsibilities



Achievements



**LAST PAGE**

Consider this where you list the information that wasn’t important enough or specific enough to the role to put on the first page but that you don’t want to emit e.g. Internal training or professional development if the list is quite long

This could also be where you include headings for **Volunteer experience**, **Professional Memberships,** and any **Professional Development**.

**REFEREES**

(Watch our brief References Video on the [JA Portal](https://www.ct.hudson.com/) for a quick guide on best practice but if you are specifically requested to include them you can list as provided below)

Referees are available upon request

**OR**

Referee Name Title / Position Company Employed In