

AINO REBANE

SALES MANAGER

(312) 555-0113 | aino@mail.com | Portland, OR | linkedin.com/

PROFESSIONAL SUMMARY

Let your resume show why you are the best candidate for the job position. Keep your resume professional and never lie on your resume. The professional profile section should show what you can do and offer to the potential employer. Here is your chance to get the employer's attention and invite the reader to learn more about you. Keep in mind what the company is looking for and how you can meet their needs. Sprinkle action verbs and words mentioned in the job position description and the ones throughout your resume.

KEY SKILLS

Conducting market research | Pricing and budgeting | Social media planning | SEO optimization | Persuasive copywriting | CMS management
| Social media analysis | Project management | Campaign management | Marketing automation

TECHNICAL SKILLS

Conducting market research | Pricing and budgeting | Social media planning | SEO optimization | Persuasive copywriting | CMS management

WORK EXPERIENCE

Sales Manager | Tailspin Toys | Portland, OR

Dec 20XX – Present

When applying to a particular job position, include only directly connected information to the job opening. Don't clutter your resume with full paragraphs. Instead, you can write a short description followed by 3 to 5 bullet points explaining the previous position and achievements. Sometimes only bullet points are enough. Use each bullet point to relate to the job position directly.

- Don't create dull lists of duties and responsibilities. You can use PAR statements to create accomplishment statements to talk about your work experience. P = Problem, Issue, Challenge, or Opportunity; A = Action you took to deal with the situation; R = Result, Impact, or Outcome of your efforts.
- Use specific examples to show your accomplishments and qualities. Skip vague phrases or cliches, they don't tell much.

Assistant Sales Manager | Tailspin Toys | Portland, OR

Jun 20XX – Dec 20XX

Similarly, include only relevant skills, education and awards related to the job opening that make you more qualified for the job. Skip skills that are given or outdated as you're expected to know them already, for example, Microsoft Word. Instead, focus on specific programs, computer languages or apps beneficial for the job position.

- You don't need to include your full home address. For privacy reasons, it's better to include only the city and state. You can provide more details later. Consider if you really need to include photos, clipart, or graphs in your resume.
- Use only a professional email address with your first and last name. The phone number should be answered only by you and include a link to your LinkedIn account so that the hiring manager can find more information about you easily.

Sales Lead | Tailspin Toys | Portland, OR

Apr 20XX – May 20XX

Keep your resume to 1 page or maximum 2 pages. If you feel like you need more pages, you probably include unnecessary and not relevant information. Double-check for any typos or grammatical errors. These are a big NO for many hiring managers.

- Don't include "References Upon Request" or references in your resume. They take up valuable space and don't add much value at the beginning of the hiring process. It's better to have them ready in a spare document.
- For more resume tips, check the second page of the 2-page resume template.

EDUCATION & CERTIFICATIONS

MASTER'S DEGREE | Business Communication | Mount Flores College

20XX – 20XX

BACHELOR'S DEGREE | Marketing Communication | Mount Flores College

20XX – 20XX

CONTINUING EDUCATION | Tailspin Toys

20XX

CERTIFICATION | Tailspin Toys

20XX