**First & Last Name**

Address

Phone number - Email

(Website / LinkedIn)\*

# OBJECTIVE

What kind of position are you looking for and what are your career goals? If you are trying to change industry, then you should say which transferable skills you think you have for the newly targeted industry… (About 4 – 5 lines)

# WORK EXPERIENCE

**FULL COMPANY NAME #1, Company Location**  YYYY – Present

*Company industry, Company size in $ or people or number of offices. All the details allowing any reader to know what the company in just 1 or 2 lines. Could also be the company division for large conglomerates.*

**Position or Title** (YYYY – Present)

Objective or scope of the role with some key facts of how big your budget was, your team, your territory. Or some of the specific challenges of the role (1 to 3 lines)

Responsibilities:

* #1 most important responsibility
* #2 most important responsibility
* #3 most important responsibility
* #4 most important responsibility
* (Maximum 10 bullets)

Achievements:

* Dollar amounts of sales, budget, purchasing. And/or percentage of growth, reduction, improvement…
* Special projects / challenges successfully handled…
* (3 or 4 bullets in total)

**Position or Title** (YYYY – YYYY)

Objective or scope of the role with some key facts of how big your budget was, your team, your territory. Or some of the specific challenges of the role (1 to 3 lines)

Responsibilities:

* #1 most important responsibility
* #2 most important responsibility
* #3 most important responsibility
* #4 most important responsibility
* (Maximum 10 bullets)

Achievements:

* Dollar amounts of sales, budget, purchasing. And/or percentage of growth, reduction, improvement…
* Special projects / challenges successfully handled…
* (3 or 4 bullets in total)

**FULL COMPANY NAME #2, Company Location**  YYYY – YYYY

*Company industry, Company size in $ or people or number of offices. All the details allowing any reader to know what the company in just 1 or 2 lines. Could also be the company division for large conglomerates.*

**Position or Title** (YYYY – YYYY)

Objective or scope of the role with some key facts of how big your budget was, your team, your territory. Or some of the specific challenges of the role (1 to 3 lines)

Responsibilities:

* #1 most important responsibility
* #2 most important responsibility
* #3 most important responsibility
* #4 most important responsibility
* (Maximum 10 bullets)

Achievements:

* Dollar amounts of sales, budget, purchasing. And/or percentage of growth, reduction, improvement…
* Special projects / challenges successfully handled…
* (3 or 4 bullets in total)

**Position or Title** (YYYY – YYYY)

Objective or scope of the role with some key facts of how big your budget was, your team, your territory. Or some of the specific challenges of the role (1 to 3 lines)

Responsibilities:

* #1 most important responsibility
* #2 most important responsibility
* #3 most important responsibility
* #4 most important responsibility
* (Maximum 10 bullets)

Achievements:

* Dollar amounts of sales, budget, purchasing. And/or percentage of growth, reduction, improvement…
* Special projects / challenges successfully handled…
* (3 or 4 bullets in total)

# EDUCATION

**FULL UNIVERSITY NAME #1, University Location**  YYYY – YYYY

Degree obtained (Major or courses or publications if relevant)

**FULL UNIVERSITY NAME #2, University Location**  YYYY – YYYY

Degree obtained (Major or courses or publications if relevant)

# COMPUTER & LANGUAGE SKILLS

Computer: MS Excel (Vlookup, Pivot tables, macros or other advanced features you know), Salesforce.com, JD Edwards…

Languages: Bilingual English & Spanish