**Sample Functional Sales Resume Template**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [name of the applicant]

**Key Skills:**

* Impressive leadership qualities
* Good Interpersonal skills
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[list down all the key skills of the applicant]

**Career objective:**

To make a career as a functional sales professional  and apply my expertise and knowledge in the field of marketing for the benefit of the organization

**Educational Qualification:**

* Bachelors in \_\_\_\_\_\_\_\_\_\_\_\_[ name of the degree] with specialization in \_\_\_\_\_\_\_\_\_\_\_[ field of specialization] from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [name of the university] in \_\_\_\_\_\_\_\_\_\_\_\_\_\_ [year of passing out]
* Completed \_\_\_\_\_\_\_\_\_\_\_\_[ name of the degree] with specialization in \_\_\_\_\_\_\_\_\_\_\_[ field of specialization] from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [name of the university] in \_\_\_\_\_\_\_\_\_\_\_\_\_\_ [year of passing out]

**Professional experience:**

1. From \_\_\_\_\_\_\_\_\_\_ [year of joining] to present in the position of a \_\_\_\_\_\_\_\_\_\_\_ [designation] in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [name of the employer organization]. My duties and responsibilities are:
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
1. Worked in the position of a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [designation] in \_\_\_\_\_\_\_\_\_\_\_\_\_ [name of the organization] from \_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_ [joining and leaving date] where I \_\_\_\_\_\_\_\_\_\_\_\_\_ [job responsibilities]

**Other information:**

Father’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Marital Status: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home  Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Permanent E-Mail Id: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nationality: \_\_\_\_\_\_\_\_\_\_\_\_\_\_