RESUME TEMPLATE
YOUR PREFERENCES

It's worthwhile for you to outline below the sorts of roles and components you are seeking. Once you provide us with this information, we'll consider this data when matching your preferences against any potential opportunities.

We would like to enter this information into your file as quickly as possible. To help with this, please include your full name below so that we can get things moving.

Full Name:
Joe Bloggs

What are some of the titles of roles you would consider?
Business Development Manager, Regional Sales Manager, National Key Account Manager, National Sales Manager, Sales Manager.

What sort of content would you like in a role?
Part of a Management Team, supervision/management of a direct report Sales team, cost and profit accountability.

Which industries would you be particularly interested working in?
Banking & Financial Services, Telecommunications, Retail.

What else is important to you in a role other than salary?
Company car, healthcare package.

Which locations would you consider?
Preferably based in Auckland with Sales territories in the North Island.

For the right role, what salary range would you consider? Include base and 'other':

Base: Minimum - $75,000 + car Ideal - $85,000 + car

Bonus: Minimum - $10,000 Ideal - $15,000

What components would the package comprise of?
Base salary, sales target bonus, company car.

Personal Details

Name:		Joe Bloggs
Address:		99 Brown Street Hammers Bay Auckland
Phone Numbers:	Work: Home: Mobile:	555 8296 511 9347 0277 455 6900
Email Address:		joebloggs@hotmail.com

Education

1985 – 1989	City High School B Bursary
1991 – 1994	Scholar University Bachelor of Business - majoring in Management

Professional Memberships

2004 – present	The Marketing Association of New Zealand Individual Membership

Courses Attended (other than School or University qualifications)

2000 – 2002	Sales Targets Inc: Sales Management Course Sales Skills & Negotiation
1997	Computer Training Corporation: Microsoft PowerPoint and Excel - advanced
1995	The Selling Corporation: Face to Face Selling Skills

Information Technology

- Word
- PowerPoint
- Excel
- Aztec
- Nitro

Interests

Rugby, running, fitness, family, movies, reading, music.

Overview of Employment History

NB: Use abbreviated months eg - Jan, Feb, Mar

Start Date:			End Date:		Organisation	Position
Feb	2005	-	Present		Blue Mobile Phones	Business Development Manager
Aug	2003	-	Jan	2005	Pacific Telecommunications	Regional Sales Manager
Jan	2003	-	Jul	2003	Overseas travel	
Sept	2000	-	Dec	2002	IT Computers	Sales Manager
Oct	1997	-	Aug	2000	City Financial Services	Account Executive - Auckland & Northland
Mar	1995	-	Sept	1997	City Financial Services	Sales Representative

Employment History

BLUE MOBILE PHONES

A leading NZ based mobile phones & accessories distribution and retailing company with a turnover in excess of $5 million.

Dates: February 2005 - Present

Position: Business Development Manager

Responsibilities:

- Identifying, analysing and understanding customer requirements for new and/or improved services.
- Preparing monthly forecasting of sales and resource required for each opportunity in the solution development stage.
- Recruiting and managing solution team members.
- Initiating and developing partnering relationships with the systems integrators.
- Develop channel strategy to implementation point.

Achievements:

- Personally managed and received a sign-off for sales of around $500,000.

Reason for leaving:

Company restructuring which has resulted in role being made redundant.

PACIFIC TELECOMMUNICATIONS

Mobile telecommunications company specialising in services, pricing, roaming, and coverage.

Dates: August 2003 - January 2005

Position: Regional Sales Manager

Responsibilities:

- Manage and develop a team of nine full time and seven part time Sales Representatives.
- Implement more cost effective call cycles for the Sales Team through regular reviews.
- Manage a number of national key accounts.
- Develop sales budgets for individual Sales Representatives.
- Assistance with product training seminars.
- Integral part of the Management team, developing strategies including maintaining and developing market share, promotional activities and training requirements.

Achievements:

- Successfully launched a roaming product onto the national market which resulted in the company taking them internationally.

Employment History (cont)

Reason for leaving: Was approached by Blue Mobile Phones.

OVERSEAS TRAVEL

Dates: January 2003 - July 2003

IT COMPUTERS.

Wholesale distributer of computer hardware and accessories.

Dates: September 2000 - December 2002

Position: Sales Manager

Responsibilities:

- Cost accountability for part of an Auckland sales territory.
- Recruiting and training staff - 4 direct reports.
- Building relationships with key clients through supply agreements.
- Assisting the Regional Sales Manager in formulating budgets.
- Monthly reporting on sales and costs.
- Create and present customer reviews on a monthly basis.

Achievements:

- Developed a dominant supply agreement with a client which results in significant increased sales volume.

Reason for leaving: Overseas travel

CITY FINANCIAL SERVICES

Small boutique financial services company

Dates: October 1997 - August 2000

Position: Account Executive - Auckland & Northland

Responsibilities:

- Servicing existing accounts.
- Developing new business.
- Forecasting monthly budgets.
- Assist Area Manager

Reason for leaving: To enter into a new industry.

Employment History (cont)

CITY FINANCIAL SERVICES

Dates: March 1995 - September 1997

Position: Sales Representative

Responsibilities:

- Regular calls on customers within sales territory.
- Sourcing new business.

Achievements:

- Promoted to Account Executive - Auckland & Northland within 6 months.

Reason for leaving: Promotion