

First Last Name

Phone: (____) ____-____
Email: email@example.com
LinkedIn: linkedin.com/in/yourname

OBJECTIVE

Motivated and detail-oriented recent graduate seeking an entry-level sales position to apply interpersonal and communication skills while contributing to a dynamic team.

EDUCATION

Degree in Major
University Name, City, State
Month Year – Month Year

RELEVANT COURSEWORK

Course 1, Course 2, Course 3, Course 4

EXPERIENCE

Job Title, Internship, or Volunteer Role
Organization Name, City, State
Month Year – Month Year
- Responsibility or achievement
- Responsibility or achievement

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- Responsibility or achievement

SKILLS

Communication
Customer Service
CRM Software
Microsoft Office
Teamwork

ACHIEVEMENTS & ACTIVITIES

- Club membership, leadership, or award
- Sales competition, project, or presentation