

Your Name

Email: your.email@example.com Phone: (123) 456-7890 LinkedIn: linkedin.com/in/yourprofile
Address: City, State

Objective

Brief statement highlighting your career goals and enthusiasm for entry-level sales roles.

Education

Degree Name – University Name, City, State

Graduation: Month Year GPA: X.XX/4.00 (if above 3.0)

Relevant Coursework: Course 1, Course 2, Course 3

Skills

- Example skill 1 (e.g., Communication)
- Example skill 2 (e.g., Persuasion)
- Example skill 3 (e.g., Microsoft Office Suite)
- Example skill 4 (e.g., CRM Software)

Experience

Position Title – Organization Name, City, State

Month Year – Month Year

- Describe relevant responsibilities and achievements, even if internship, part-time, or volunteer.
- Focus on transferable skills (teamwork, leadership, communication).

Awards & Certifications

- Award or Certification Name – Date

Extracurricular Activities

- Club or Activity Name – Role, Dates

References

Available upon request.