

Resume Reviews

PROFESSIONAL POT SHOTS

by

PROFESSIONAL LETTUCE & HCBDC

REJUVENATING YOUR RESUME

- What makes a “good” resume:
 - Choosing the right job
 - KISS- keep it simple “silly”
 - Focus on key points, write for the job you want.
 - Cover letter lethargy

CHOOSING THE RIGHT JOB

- What matters to you?
 - What drives you?
 - What can you add to the company
 - Where can they help you grow
- What needs do you have?
 - What does the company offer you?
 - Medical, dental, education etc.
- Where do you want to go?
 - What experience will help you build towards your goals
 - Manufacturing, farming, compliance etc.

FOCUS ON KEY POINTS - WRITE FOR THE JOB YOU WANT

- What past experience do you have?
 - How can it be applied to the job you want now?
- Can you breach the gaps
 - If you don't have the tangible experience, what can you do to make up the gap

KISS - KEEP IT SIMPLE "SILLY"

- Don't overthink it
 - When reading the job description choose two or three key points
 - What stands out, what do you already have a grounding in
- Minimize differing fonts and color schemes
 - Try to keep blocks and floating text to a minimum
 - Keep in mind not all colors are visible to everyone
- Don't use a picture
- Keep it a page in length

COVER LETTER LETHARGY

- An opportunity to expand
 - If there are gaps this is a good place to explain
- Keep it concise
 - Focus on what you are bringing to the table
- Highlight victories
 - What were key moments of mutual success

RESUME EXAMPLES

John Doe

Lorem ipsum dolor sit amet, consectetur adipiscing elit

(123) 456-7890
no_reply@example.com

EXPERIENCE

Company, Location — Job Title

MONTH 20XX - PRESENT

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Company, Location — Job Title

MONTH 20XX - MONTH 20XX

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Company, Location — Job Title

MONTH 20XX - MONTH 20XX

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EDUCATION

School Name, Location — Degree

MONTH 20XX - MONTH 20XX

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School Name, Location — Degree

MONTH 20XX - MONTH 20XX

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PROJECTS

Project Name — Detail

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SKILLS

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AWARDS

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LANGUAGES

Lorem ipsum, Dolor sit amet,
Consectetur

Samantha Jones

T:555-555-5555

E: SJones@samplebadsalesresume.com

~~H: 55555 Samples ST, Samples City, CA 55555~~

CAREER HISTORY

My objective is to join a company that will benefit from my sales experience and positive interactive skills.

EDUCATION

- Software Industry Training
- SPIN Selling
- Sales Foundations
- Communications



CAREER HISTORY

Enterprise Sample Software Inc. - Account Manager 2015 to Present

- Generates a high volume of sales through implementing creative strategies and solutions to meet individual customer needs.
- Performs customer analysis, site surveys, proposals, presentations, and product demonstrations to provide an ideal customer solution.
- Assists clients with solutions, needs, and other inquiries, before and after the sale, maintaining high customer satisfaction through total account management.

Small Biz Software Hardware Inc. - Sales Rep 2014 to 2015

- Assisted clients with the process of buying software
- Coordinated the closing process to insure a smooth transition
- Prepared and presented marketing materials or target clients

Software Software Inc. - Specialized Account Representative 2006-2010

- Built relationships with potential clients to enhance companies growth.
- Maintained and enhanced relationships with current clients to ensure their satisfaction.

RELATED SKILLS

- Appx. 20 Years of Public Relations, Marketing and Sales skills.
- Excellent written and verbal communication skills.
- Extensive knowledge of Microsoft Office/Lotus Notes/
- Very productive in high stress and volume environments.
- Skilled in increasing customer satisfaction and problem solving.
- Able to learn new skills quickly and adapt to new surroundings
- SPIN Selling



Peak Sales recruiting



CONTACT INFORMATION

Professional Lettuce

Courtney A: LinkedIn

Personal Insta: the_court_of_augustus