MYZAN JOURNEY. COM

WORK EXPERIENCE

Account Sales Executive
Sandrine Logistics
A global logistics firm that provides supply chain services across various industries
March 2023 to August 2030
(7 years, 5 months)

- Boosted sales activities by 30% in the Grayerville area by overseeing the generation to closing of deals
- Maintained a 100% client satisfaction rating and generated 10% growth in annual revenue by working closely with sales and support teams
- Opened five new accounts by providing prompt, consistent, quality customer service

Field Sales Executive
Errandeo Services
November 2021 to January 2023
(1 year, 2 months)

- Increased customer loyalty by 40% within six months by managing key accounts in Fairhill and serving as a coordinator with the operations team
- Achieved a 5% growth in our client base by finding opportunities for partnership with various companies
- Boosted customer satisfaction by 10% by introducing a feedback check-in after three months of a sale

Sales Intern
Errandeo Services
March 2021 to June 2021 (3 months)

- Learned about the operations of the company's sales and marketing department
- Coordinated communications between multiple teams

SALES EXECUTIVE

- linkedin.com/in/name
- hello@reallygreatsite.com
- +123-456-7890

CLICK HERE FOR MY PORTFOLIO

RELEVANT SKILLS

- Account Management
- Customer Relationship Management Software
- Strategic and Social Selling

EDUCATION HISTORY

Bachelor of Science in Business Administration, Major in Supply Chain Management
University of Roseton
2021

- Cum Laude
- Best Thesis
- President, Roseton Debate Club

Associate's Degree in Sales and Marketing
De Loureigh University
2019

- Awardee, DLU Scholarship

VOLUNTEER WORK, AWARDS, AFFILIATIONS, AND INTERESTS

Inbound Sales and Marketing Certificate
Murrayfield School of Marketing
2023
I completed an online program that covered how to identify new sales prospects and build an inbound marketing strategy.

Volunteer Teacher
Lily River Children's Foundation
2021 to Present
Every month, I volunteer to teach children ages 5 to 7 years old how to read and write in English.

linkedin.com/in/name
hello@reallygreatsite.com
+123-456-7890

CLICK HERE FOR MY PORTFOLIO

RESOURCE PAGE

SOME TIPS FOR CREATING AN EFFECTIVE CV

- You want your CV to have **a link to your Linkedin account and your portfolio site** so recruiters can immediately see what you've accomplished.
- Add the **logo of the companies** you have worked in. Link their website or LinkedIn profiles too. Write a short description of what the company does if they are not well known.
- Remember to **add how long you have stayed in a particular role**. Write out the years and months. Example: Jan 2020 to June 2022 (2 years and 5 months).
- When writing out your achievements and responsibilities for a job, it is ideal to follow this format: "I have achieved X by doing Y with a result of Z." **Quantitative information is highly preferred**.
- **Only list skills you are confident in and are relevant to the job**. You may also list specific software or tools that are important to the role.
- Adding your **photo to a CV is optional**. Photos help recruiters remember you, but there is a risk of unconscious bias.
- Adding **volunteer work and other interests is optional**. Information under this section may seem irrelevant but it can build rapport with recruiters.
- **Do not crowd your CV**. Feel free to use a second page, which usually features your educational background and other achievements and awards.
- Make sure the **CV's design aesthetic matches the job** you are applying for. For creative roles, you may prefer CVs with a touch of color. For more corporate roles, go for a more simple design.
- Having **a list of references is no longer required** in CVs. The same goes for a summary or objective section.

WHAT RECRUITERS USUALLY LOOK FOR IN A CV

(in order of importance):

- Experience
- Role or Title
- Company's Credibility
- Results, Responsibilities, Achievements
- Portfolio
- Contact Information
- Skills & Relevant Software
- Educational Background
- Volunteering and Other Interests

IMPORTANT

Download your CV as a PDF. Do not use docx, png, or jpg since an applicant tracking system may not be able to properly display the file or scan the text.