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| MID-CAREER RESUME FORMAT  **By Resume Genius** | |
| |  | | --- | |  | | **RESUME SUMMARY** | | Experienced mid-level sales manager professional with 10+ years of expertise in computer sales. Proven track record of creating and implementing sales and marketing tactics to increase long-term clients, and ensuring sales goals and customer satisfaction are met. Successfully added 200+ new long-term clients at Boston Tech Inc., equating to an average of an additional $500K in gross revenue annually. | |  | | **CORE COMPETENCIES**  Sales development | Customer Service | Prospecting | Market analysis | Product knowledge | Sales management | |  | | **PROFESSIONAL EXPERIENCE** | | April 2017–Present | Boston Tech Inc., Boston, MA  **Sales Manager** | | * Promoted to sales manager after 3 years for increasing long-term clients, successfully conducting sales campaigns, and consistently meeting sales goals * Manage full-scale sales operations, including strategy development and execution, and regional sales team recruitment and training * Oversaw creation and implementation of 3 key sales campaigns worth $2M. Led development of sales tactics and grew a team of 30+ creative sales and marketing staff * Strategize with senior management, setting department-wide annual sales goals based on previous-year returns and desired projected growth | |  | | January 2014–March 2017 | Boston Tech Inc., Boston, MA  **Sales Manager Associate** | | * Managed a portfolio of 50+ long-term clients. Met weekly with 5+ clients to analyze sales needs and identify new business opportunities * Spearheaded and developed 4 quarterly sales mail campaigns in accordance with annual sales targets and budgets, resulting in 15 new company clients and total additional annual revenue of $200K * Provided training and direction to 5 junior sales associates on their quarterly sales quotas, sales pitch, and closing strategies. Provided constructive feedback when necessary * Consistently given over 95% approval rate with clients and colleagues | | |  |  | | --- | --- | |  | | |  | (617) 828-9045 | |  | youremail@email.com | |  | linkedin.com/in/yourprofile/ | |  | | | **EDUCATION** | | | **Master of Business Administration**  University of Massachusetts  May 2017 | | | **Bachelor in Business Administration**  Pennsylvania State University  June 2012 | | | **SKILLS** | | | Market strategy & research | | | Financial forecasting | | | Customer & client management | | | Active listening skills | | | Sales planning | | | Customer service | | | Conflict management & resolution | | | Contract negotiation | | | Microsoft Office & Google suite | | |
| **Logo  Description automatically generated**  **Dear Job Seeker,**  The Corporate resume template is designed to make you appear professional and well-organized.  An easy-to-read sans-serif font and clear header hierarchy help hiring managers quickly determine if you’re qualified for the job.  We suggest using the Corporate resume if you’re aiming to join a company’s leadership team as an [executive](https://resumegenius.com/resume-samples/executive-resume-examples) or [assistant manager](https://resumegenius.com/resume-samples/assistant-manager).  If you’re still struggling to write your resume, here are some free resources to help you put together a resume that shows employers you’re the right person for the job:  ·     [Free Resume Builder](https://resumegenius.com/?utm_source=Word_Doc&utm_medium=Resume_Builder_Link&utm_campaign=RG_Downloads)  ·     [How to Write a Resume](https://resumegenius.com/blog/resume-help/how-to-write-a-resume)  ·     [Resume Samples by Industry](https://resumegenius.com/resume-samples?utm_source=Word_Doc&utm_medium=Resume_Samples_Link&utm_campaign=RG_Downloads)  Once you have a great resume, your next step is to pair it with a convincing cover letter. Luckily, we’ve got you covered there as well. Here are a few resources to help you write a cover letter that gives your application the boost it needs to land you an interview:  ·     [Cover Letter Builder](https://resumegenius.com/cover-letter-builder?utm_source=Word_Doc&utm_medium=Cover_Letter_Builder_Link&utm_campaign=RG_Downloads)  ·     [How to Write a Cover Letter](https://resumegenius.com/cover-letters-the-how-to-guide?utm_source=Word_Doc&utm_medium=Cover_Letter_Guide_Link&utm_campaign=RG_Downloads)  ·     [Cover Letter Examples by Industry](https://resumegenius.com/cover-letter-examples?utm_source=Word_Doc&utm_medium=Cover_Letter_Examples_Link&utm_campaign=RG_Downloads)  Best regards,  Shape  Description automatically generated with medium confidence  **IMPORTANT:** To delete the second page, right-click on the page and click “Delete Rows” | | |