

CV Template

Here is a simple CV template which you can use to create your own CV

Joe Bloggs

Summary	BRIEF Summary of your skills		
Experience	2000 – Current	ABC Company	Wellington
	National Sales Manager		
	ABC Company is a national organisation providing outsourced technical services to a range of mid – large sized companies. We manage their pay roll utilizing our systems.		
Responsibilities	<ul style="list-style-type: none">▪ Managed a team of 8 staff developing technical solutions for our clients▪ Managed and worked on a number of RFPs▪ Liaised with the implementation team once RFP won▪ Followed up with client Post Sales to ensure satisfaction and on-going business		
Achievements	<ul style="list-style-type: none">▪ Increased sales from \$10 million to \$32 million.▪ Doubled sales per representative▪ Suggested new products that increased earnings by 23%.		
	1994–1999	Ferguson and Biggs	Lower Hutt
	District Sales Manager		
	Ferguson and Biggs is a company specializing in the supply of IT financial packages for mid – large businesses. It holds the franchise for a range of products and this office covers the lower North Island.		
Responsibilities	<ul style="list-style-type: none">▪ Managed a team of 5 staff▪ Looked after the top 5 clients personally▪ Managed training for all staff▪ Developed sales methodologies in conjunction with the team▪ Liaised with the implementation team		
Achievements	<ul style="list-style-type: none">▪ Increased regional sales from \$3 million to \$10 million.▪ Managed 5 sales representatives in 3 different locations.▪ Implemented training course for new recruits — increasing profitability.▪		
	1990–1993	Duffy Vineyards	Hastings
	Senior Sales Representative		

Duffy Vineyards had just increased its production to the point where it needed to more actively market their products nationally and overseas.

Responsibilities

- Developed a sales strategy
- Worked in conjunction with a marketing company to establish branding for local and overseas markets

Achievements

- Expanded sales team from 1 to 3 representatives.
- Tripled revenues for the company.
- Expanded sales to include mail order accounts.

1987–1990 LitWare Ltd Napier
Litware supplies specialized lighting equipment to commercial premises
Sales Representative

Responsibilities

- Worked with the Sales Manager to identify potential markets in the Hawkes Bay and surrounding regions
- Cold called on a number of potential customers and developed business with about 25% of these
- Developed a mail - out campaign and then followed up with good success
- Maintained contact with customers and obtained follow up business

Achievements

- Expanded territorial sales by 200%.
- Received company's highest sales award two years in a row.

Education

1983–1986 University of Waikato
▪ B.B S., Majoring in Business Administration and Information Science.

Technical Skills

"[Click here and type a summary of your technical skills"

Interests

Running, gardening, carpentry, computers.