
Resumes 2013

Creating Resumes that Work for You

Resume Samples





Helping Build Successful Careers

WorkSource is a partnership of organizations dedicated to addressing Washington State's employment needs. WorkSource offices represent a unique concept in the labor market – everything in one place!

WorkSource services for job seekers include free use of computers, copiers, telephones, and faxes, Internet access to jobs, job referrals and placement, workshops on how to get and keep a job, information on the fastest growing jobs and wages, referral to training and other community services, access to unemployment insurance, translation services and more . . .

WorkSource offices in Pierce County are open from 8:00 am to 5:00 pm, Monday through Friday, and are closed for observed state holidays.

WorkSource Pierce

1305 Tacoma Avenue South, Suite 201, Tacoma, WA 98402 ~ 253.593.7300

Lakewood WorkSource Affiliate

5712 Main Street Southwest, Suite 200, Lakewood, WA 98499 ~ 253.984.5400

Go2WorkSource.com is Washington State's official career and employment website. Visit the site and explore career resources, find occupational and wage information, search 20,000+ Washington job listings, learn about workshops, job fairs and hiring events and post up to five resumes.



Let Us Work for You!

CHRONOLOGICAL RESUME SAMPLE

Jordan S. Common

1305 Tacoma Avenue
Tacoma, WA 98422

(555) 000-0000
Jordan.Common@email.com

Executive Sales Professional

“Developing effective sales team / Increasing clientele / Raising revenue”

Career Summary

Top-ranked sales manager with a 12 year history of sales success. Recognized for contributions to record-setting sales figures, territory startup and new account development. Successfully lead sales teams to achieve multimillion-dollar revenue gains.

Professional Experience

Area Sales Manager

A-Gen Company

Seattle, WA

Apr 2009 - Current

- Increased territory sales from less than \$4 million to \$8.2 million within two years, exceeding quota by 12% in 2011 and 15% in 2010 (Western territory to include: WA, OR, MT, ID & AK)
- Cultivated and trained an enthusiastic sales management team to develop optimal sales performance
- Improved sales policies and practices. Defined the sales cycle, created accurate job descriptions and developed standards for customer relationship management throughout entire region
- Ranked as #1 Sales Team (out of 12) in 2011 & 2010

Sales Manager / Account Executive

XYZ Paint International

Tacoma, WA

Sept 2005 - Apr 2009

- Surpassed sales goals by 19% in 2008 and more than 10% in 2005-2007
- Increased sales of company-owned paint sealants by 24%, selling \$245K in sealant products in 2009
- Demonstrated an unwavering commitment to customer service, adding over 200 new customers annually, while maintaining premium service levels with existing clientele
- Recognized for superior performance as a two-time district “Executive of the Month” honoree

Assistant Account Manager

Majestic Inc

Tacoma, WA

July 2003 - Sept 2005

- Awarded "Manager of the Quarter" (12/04 & 04/05) for sales, service and relationship-building excellence
- Consistently exceeded 300 cold and follow-up calls weekly, earning recognition as one of the top 10 reps (out of 125) based on call volume
- Provided support for sales and marketing strategy meetings by utilizing input from over 1000 customer feedback responses

CHRONOLOGICAL RESUME SAMPLE

Jordan S. Common (continued)

Lead Sales Associate

Retail LLC

Silverdale, WA

Mar 2001 - June 2003

- Improved sales by 8% during corporate and company downsizing amidst economic downturn
- Recognized as a member of The Shining Star Club for routinely exceeding quotas
- Received promotion to Sales Associate Lead after 4 months

Sales Coordinator (*Internship*)

Grand Hotel & Suites

La Jolla, CA

Jan 1999 - Mar 2001

- Derived potential sales leads from incoming calls into reservations on a daily basis to increase clientele
- Implemented successful promotional campaigns, including a special offer that increased hotel occupancy by 15% throughout 2 consecutive quarters

Education

University of San Diego

San Diego, CA

June 2001

BA in Business Management – Sales & Marketing

FUNCTIONAL RESUME SAMPLE

Jane Jobseeker

(555) 000-0000

JaneJobseeker@email.com

Administrative Assistant

Profile

Seasoned administrative professional with over 10 years of experience working in an office setting. Successfully managed multiple projects while performing various roles such as receptionist, file clerk and customer service representative.

Qualifications

Administration

- Worked efficiently under strict deadlines and budgets
- Outstanding written and verbal communication skills
- Successfully researched a 30 million dollar project and compiled the data

Customer Service

- Strong ability to create and maintain positive internal and external networks
- Excelled at assisting 30 customers and partners per day with issues and complaints
- Skillfully, patiently, and professionally handled tense situations

Technical Skills

- Adept with Microsoft Office (Word, Excel, Outlook); 6 years of CAD software
- Capable of managing multi-line telephone system and other office equipment
- Able and eager to quickly master new software

Key Strengths

- Self motivated, goal-oriented, highly organized, articulate, personable employee
- Excel at developing strong relationships with staff, clients and vendors
- Excellent multi-tasking and problem solving skills

Professional Experience

Designer	That Kitchen Shop	Tacoma, Washington	2006 - 2012
Designer	Curtis Lumber Company	Olympia, Washington	2002 - 2006

Education

Bachelor of Arts, University of Washington, Seattle, Washington 2002

COMBINATION RESUME SAMPLE

RITA RESUME

555.000.0000

rresume@email.com

Professional Qualifications

- 10+ years of experience as Accountant at major accounting firms
- 7+ years of audit experience for private and publicly held banking and manufacturing companies
- Technically proficient in MS Office Suite and the SCALA Business Solution
- Excellent bi-lingual communication skills (English/Spanish)
- Proven ability to successfully complete projects within time and budget constraints
- Exceptional analytical, research and problem solving skills
- Highly productive with minimal guidance or supervision

Relevant Work Experience

Accountant, Leverpol & Solomon, Seattle, WA

01/2006 – Present

- Supported outsourced financial services of Infinite Ltd., a joint venture between ExxonMobil Chemical Company, Shell Petroleum Company Ltd. and Shell Oil
- Directed activities of four staff members in the general ledger department
- Examined journal vouchers, general ledger reconciliations and numerous analyses
- Generated monthly close of financial statements, prepared management reports

Recent Accomplishments

- Automated month-end reporting process
- Designed and developed general ledger procedure manual

Auditor, Accellor & Damien, Seattle, WA

05/1999 – 12/2005

- Audited a diverse portfolio, including private and publicly listed concerns involved in trading, investment holding, retail, manufacturing, and banking
- Coordinated and mentored audit team to meet objectives within time constraints
- Generated statutory accounts, management letters and audit issues memoranda

Recent Accomplishments

- Established strategies to carry out comprehensive audit plans
- Recommended more effective internal controls after careful examination of current auditing system

Education & Training

BA in Accounting, University of Washington, Seattle, WA

COMBINATION RESUME SAMPLE

Wally Wilson

555.000.0000

wwilson@email.com

Warehouse Associate

Qualifications

- 5+ years experience using reach, cherry picker, sit-down forklift and electric pallet jacks
- Able to count 1000+ stock items per hour in warehouse, and record data in computer with a 99% quality control standard
- Verified freight documents against shipment for accuracy
- Current valid WA driver's license and basic computer and data entry skills
- Ability to safely lift 50+ lbs continuously in a fast-paced work environment
- Able to pass pre-employment background check and drug screen

Experience

Stock Clerk, Costco, Seattle, WA 07/2010 – 05/2012

- Unpacked, marked and stored boxes and irregular-sized items on stockroom shelves.
- Accurately kept shipping and receiving records for hazardous materials, weights, and damaged goods.
- Cleaned and maintained supplies, tools, equipment, and storage areas in order to ensure compliance with company safety regulations.
- Loaded and unloaded freight containers of furniture, food, and home electronics equipment using pallet jacks and forklifts.

Recent Accomplishments

- Named "Employee of the Year" for 2011
- Designed new process for 90% faster verification of inventory

Stock Clerk, Staffing Temps, Seattle, WA 01/2006 – 05/2010

- Provided assistance to storage yard workers.

Stock Clerk, Food Lifeline (Volunteer), Des Moines, WA 11/2004 – 12/2005

- Unpacked, marked and stored non-perishable foods on shelves in warehouse and perishable foods in walk-in coolers.

Sorter, Services for the Blind (Volunteer), Kent, WA 07/2004 – 10/2004

- Move donated clothing and household items into warehouse and sort before unloading.

Certifications

- Forklift Certification
- Hazmat
- CPR / First Aid

Education

High School Diploma, West Seattle High School, Seattle, WA – 2004