

# SAMPLE BAD RESUME

12345 Main Street  
Springfield, VA 20183

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## Jane Doe

### Education

2002 - 2006 James Madison University Harrisonburg, VA  
**BA Business Administration**  
Concentration in Marketing

### Work experience

2006 - 2007 Acme Products Gotham, VA  
**Sales Representative**

I sold full line of Acme Products in the Springfield territory as a business-to-business sales person. I focused mainly on corporate accounts working with C-level decision makers on a daily basis. I received two weeks of sales training at the Acme headquarters and have been over 100% of quota since I started.

2005 – 2006 Alston’s Pub Harrisonburg, VA  
**Bartender/ Waitress**

I bartended part time. My responsibilities included taking customer orders, and making sure they are enjoying there meals.

2002 – 2004 Gap Harrisonburg, VA  
**Salesperson**

I helped to meet customers expectations by showing customers new products and assisting them. I tried to meet sales goals by getting customers to sign up for the Gap Credit Card. I also maintained the cash drawer and answered the telephones.

### Hobbies

Swimming, soccer, spending time with family and friends.

# SAMPLE GOOD RESUME

## JANE DOE

12345 Main Street  
Springfield, VA 20183

703-555-1234  
[janedoe@mail.com](mailto:janedoe@mail.com)

### Objective:

To leverage my strong communication skills, self-motivated nature, and past sales experience within a business development position that offers professional growth.

### Education

**James Madison University**

*B.A. Business Administration*

*Concentration in Business-to-Business Marketing*

(financed 75% of education)

Harrisonburg, VA

May 2007

### Work Experience

**Acme Products**

Springfield, VA

May 2006 – August 2007

*Sales Representative*

- Consistently exceeded monthly sales quotas, averaging 115% YTD.
- Developed relationships with C-level decision makers in efforts to build new business and generate new streams of revenue.
- Sold full line of Acme Products to both existing and new accounts.
- Developed new accounts by networking, referrals, and prospecting.

**Alston's Pub**

Harrisonburg, VA

August 2006 – May 2007

*Bartender/ Server*

- Provided excellent customer service to patrons in both the restaurant and bar sections.
- Succeeded in taking food orders, promoting items to customers, and preparing food and drink orders.

**Gap**

Harrisonburg, VA

January 2003 – May 2005

*Sales Associate*

- Identified customer needs and assisted customers in making purchasing decisions.
- Marketed and enrolled an average of 15 customers monthly in Gap's credit card program.
- Provided customer service and used sales skills to achieve daily goals.

### Activities

- Competed in intramural soccer and softball throughout college.

### References

- Available upon request.