

SAMPLE - BEFORE

Objective	To secure an upwardly mobile position within the field professional sales.		
Education	August 2000-June 2001 Park,KS	Johnson County	Overland
	August 1996-May 2000 (and Olathe East High School, Olathe, KS)	Community College Lake Bluff High School	Lake Bluff, KS
	<ul style="list-style-type: none">▪ General studies, high school diploma▪ 3.0 GPA		
Work experience	November 2003-Present	Lifestyles Fitness	Tampa, FL
	Membership Sales Consultant		
	<ul style="list-style-type: none">▪ Process paperwork for corporate records▪ Open/close club (depending upon shift times)		
	August 2001-August 2003	SCC Corporation	KCMO
	Assistant Manager, Marketing and Sales (Supervisor, Jane Smith)		
	<ul style="list-style-type: none">• Coordinated daily employee agendas, supervision of staff• Processed all incoming company orders• Sole responsibility for payroll processing and checkwriting• Accounts receivable and accounts payable responsibilities		
	January 1998-July 2001	Lite Receivables Mgmt.	Pokino, KS
	Senior Collection Representative		
	<ul style="list-style-type: none">▪ Answered inbound and outbound calls regarding collection of accounts, bankruptcies on Capital One accounts▪ Also updated customer accounts for changes in address, employment, etc.		
References	David Clever 727-555-1212	Operational Mgr., SPDE Collections, Palm Harbor, FL	
	Jane Smith 1234	Owner, SCC Warehouses, Kansas City, MO	888- 555-
Extracurricular activities	Staying physically fit: lifting weights, running, playing a wide range of sports. Educating myself in the field of real estate.		