Sample of a Business Resume

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Mr. John Doe
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Objective: To obtain a marketing manager position in XYZ Company to build upon the marketing and promotions experience developed over fifteen years employment in the marketing industry.

Skills

- Business marketing experience at a Fortune 500 Company
- Oversaw a marketing budget of $1.2 million dollars
- Areas of expertise range from marketing presentations to hiring and managing staff copywriters
- Increased net sales income by 16% over two year period

Education

- MBA, My College, 2001
  - 3.9 GPA
  - Member, National Honors Society
  - President, Future Marketers of America Club
- BA, Marketing. My College, 1998
  - 3.2 GPA
  - Deans List, '97 and '98
  - Student Council Vice President, '97

Professional Experience

- Marketing Manager, Company 1

  Nowhere, CA 2006 - Present
  Managed a marketing budget of $1.2 million dollars. Identified marketing opportunities and outlets. Developed integrated marketing plan for web, print and television advertising. Hired and managed team of 20 copywriters. Increased sales income 15% over 2-year period.

- Assistant to Marketing Manager, Company 2

  Nowhere, NY 2005 - 2006
  Reported to Head of Marketing at Fortune 500 company. Acted as intermediary between sales staff and marketing manager. Set sales quotas for staff of 20. Created marketing material and evaluated effectiveness of marketing program using data analytics software.

- Salesman, Company 3

  Nowhere, NY 2003 - 2005
  Developed sales presentations and marketed products to executives of Fortune 500 companies. Met or exceeded sales quotas every quarter. Named Salesperson of the Year in 2004.