

Here's a Partial Example:

JOHN A. SMITH
15115 John J. Delaney Drive, Charlotte, NC 28277
Cell: 704-566-9823 * johnsmith32@gmail.com

SUMMARY OF QUALIFICATIONS

Technically savvy professional with strong analytical skills seeking to transition back into the IT sales industry. Currently utilizing advanced technology in higher education, staying abreast of the latest trends in software applications.

Well versed in integrated software, applications for mobile devices and those for Windows and Mac operating systems.

PROFESSIONAL EXPERIENCE

IT Sales

- Ranked among the top five sales representatives at Digicom for a new proprietary smart phone app. Contributed to \$1.5 million in company revenue for 2015.
- Trained a team of new field representatives assigned to the Samsung account.
- Gained extensive experience in SAP resulting in being selected for a major accounting firm account.

Teaching

- Led the implementation of new Smart Board technology into the classrooms at Rogers High School.
- Effectively trained a staff of 24 teachers on all aspects and features for creating lesson plans.
- Played an integral role in school being awarded \$20,000 worth of new computers for the media center.