

## CV Template

Here is a simple CV template which you can use to create your own CV

# Joe Bloggs

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### Summary

"[Click here and type a BRIEF summary of your skills]"

### Experience

2000 – Current                      ABC Company                      Wellington  
National Sales Manager

ABC Company is a national organisation providing outsourced technical services to a range of mid – large sized companies. We manage their pay roll utilizing our systems.

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### Responsibilities

- Managed a team of 8 staff developing technical solutions for our clients
- Managed and worked on a number of RFPs
- Liaised with the implementation team once RFP won
- Followed up with client Post Sales to ensure satisfaction and on-going business

Dob – 12.08.1993

### Achievements

- Increased sales from \$10 million to \$32 million.
- Doubled sales per representative
- Suggested new products that increased earnings by 23%.

### Responsibilities

1994–1999                      Ferguson and Biggs                      Lower Hutt  
District Sales Manager

Ferguson and Biggs is a company specializing in the supply of IT financial packages for mid – large businesses. It holds the franchise for a range of products and this office covers the lower North Island.

- Managed a team of 5 staff
- Looked after the top 5 clients personally
- Managed training for all staff
- Developed sales methodologies in conjunction with the team
- Liaised with the implementation team

### Achievements

- Increased regional sales from \$3 million to \$10 million.
- Managed 5 sales representatives in 3 different locations.
- Implemented training course for new recruits — increasing profitability.
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1990–1993                      Duffy Vineyards                      Hastings  
Senior Sales Representative

**Responsibilities**

Duffy Vineyards had just increased its production to the point where it needed to more actively market their products nationally and overseas.

- Developed a sales strategy
- Worked in conjunction with a marketing company to establish branding for local and overseas markets

**Achievements**

- Expanded sales team from 1 to 3 representatives.
- Tripled revenues for the company.
- Expanded sales to include mail order accounts.

1987–1990                      LitWare Ltd                      Napier  
Litware supplies specialized lighting equipment to commercial premises  
Sales Representative

**Responsibilities**

- Worked with the Sales Manager to identify potential markets in the Hawkes Bay and surrounding regions
- Cold called on a number of potential customers and developed business with about 25% of these
- Developed a mail - out campaign and then followed up with good success
- Maintained contact with customers and obtained follow up business

**Achievements**

- Expanded territorial sales by 200%.
- Received company's highest sales award two years in a row.

**Education**

1983–1986   University of Waikato  
▪ B.B S., Majoring in   Business Administration and Information Science.

**Technical Skills**

"[Click here and type a summary of your technical skills]"

**Interests**

Running, gardening, carpentry, computers.