****

**Free ATS Friendly Resume Template**

Applicant Tracking Systems (ATS) are a standard part of most company’s hiring processes, with over [95% of large companies](https://www.cnbc.com/2019/02/28/resume-how-yours-can-beat-the-applicant-tracking-system.html) using an ATS to analyze resumes. By optimizing for keywords and using an ATS-friendly format, your resume has a better chance passing through ATS screeners and reaching the hiring manager.

Use this ATS friendly resume template to pass an ATS scan!

**Template directions:**

Replace the text in the template to match your own skills, experience, and education. You can also add other sections such as Awards and Volunteer Work. Check out [our blog](https://resumespice.com/resources/resume-tips-layouts/) for additional resume writing tips.

**Another way to pass an ATS scan? Work with a qualified resume writing service like** [**ResumeSpice**](https://resumespice.com/) **to create a powerful resume, optimized for ATS screeners.** [**Contact us today**](https://resumespice.com/) **to learn about our services!**

**----------------------------------------------------------------------------------**

**Your Name**

City, State Zip

support@resumespice.com; (123) 456-7890

**SALES LEADER**

Results-oriented leader with five years of experience in B2B tech sales and a proven track record of exceeding monthly sales quotas. Achieved over $150K in sales each quarter. Demonstrates in-depth knowledge of effective sales strategies and exceptional communication skills.

**CORE COMPETENCIES**

Corporate Account Management • Consultative Sales • Strategic Planning • Customer Relations • Client Retention • Sales & Operation Management • Technical Acumen • P&L Responsibility • Talent Development • Product Development • Supply Chain Management • Value-Based Business Solutions • Business Development

**EXPERIENCE**

|  |  |
| --- | --- |
| 5/2018-Present | **JACKSON ENERGY HOUSTON, TX Account Manager, B2B Sales Department*** Expanded account base by 50% within 4 months through marketing efforts.
* Surpassed fiscal sales quota by 10% monthly.
* Communicate with internal departments to ensure client set-up and billings are accurate.
* Manage 50+ accounts weekly.
* Organize quality control and product optimization through third-party testing sites.
* Establish concrete relationships and follow up with clients to ensure satisfaction.

  |
| 6/2016-5/2018 | **NAVIGATION PLUS HOUSTON, TX Sales Coordinator*** Networked and created concrete relationships with clients, uploading a professional demeanor.
* Managed logistics of rush-ordered pipes and fittings to meet client needs.
* Attended international sales conventions in order to cultivate new networking opportunities.
* Used strong communication skills and fulfilled the necessary purchase orders from buyers.
* Communicated directly with upper management regarding the state of sales and visibility to customers.
 |

|  |  |
| --- | --- |
| 7/2015-7/2016 | **OIL TECHNICAL SERVICES HOUSTON, TX Supply Chain Coordinator** * Maintained all equipment certifications and accurate inventory of all equipment.
* Managed and understood all equipment needed for the specific job scope.
* Communicated with the project leads to prepare for projects.
* Communicated with clients to meet all project needs and negotiate time frames and pricing.
* Interacted with project team leaders and managers to ensure all timelines and safety of project scopes.
 |

**EDUCATION**

|  |  |
| --- | --- |
|  | **THE UNIVERSITY OF TEXAS AUSTIN, TX** Master of Business Administration, Finance**BAYLOR UNIVERSITY WACO, TX** Bachelor of Science with Honors, Business Management |

**TECHNICAL SKILLS**

* In-depth experience in CRM systems, including Salesforce, Marketo, and Zendesk Sell.
* Highly-proficient in Microsoft Word, Excel, PowerPoint, Outlook, and Adobe Photoshop.