**Address:** 123 Main Street, New Brunswick, NJ 08901 **Phone:** (555) 123-4567  
**Email:** [john.smith@email.com](mailto:john.smith@email.com)   
**Objective: 50-400 words. Express your intent.**

**Education:**  
**Your University, City, State/Country***Bachelor of Arts or Science in Your Major*Graduation: Month Year**Professional Experience:  
Sales Manager | ABC Electronics, City, State/Country***Month Year – Present*

**Sales Associate | XYZ Retail, City, State/Country***Month Year – Month Year*

**Language Skills:**

* Japanese: Native Level
* English: TOEIC 800

#### **Skills:**

* Microsoft Office Suite
* Microsoft Excel knowledge: SUMIF, COUNTIF and Vlookup functions
* Sales Strategy & Planning
* Team Leadership & Development

**Certifications:**

* Nissho bookkeeping test 2nd grade
* Microsoft Office Specialist (MOS)