

TARO DAIJOB

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氏名、住所、連絡先(電話番号、メールアドレス等)を目立つように英文履歴書の一番に記載します。

SALES MANAGER

Software/Information Technology/Communications

前職での肩書きに係わらず、職務内容を一言で表すタイトルを記載します。

7 years of experience in selling software, communication and networking solutions to large corporations with tack record in:

- ▶ Doubling regional sales and meeting and exceeding personal and team sales goals.
- ▶ Recruiting, training and developing top-producing sales teams, including sales engineers.
- ▶ Convincing senior-level management of how a solution would help the organization meet its strategic goals.
- ▶ New product launches and sales system improvements that produce results.

箇条書きに、スキル、実績などを記載します。企業が求める要件に合うよう強調させて書くこと企業の目に留まりやすくなります。

EXPERIENCE

ABC Corporation-A ¥40-billion global information and communication company that develops and manufactures electrical and electronic systems. 1997 to present.

Regional Sales Manager, Osaka 2000 to present

Manage a regional sales force of 10 in sales network management products and services in the Kansai area.

- ▶ Doubled regional sales from ¥6 billion to ¥12 billion in less than 3 years. Personally accounted for over 30% of regional sales.
- ▶ Launched several new products that generated record sales.
- ▶ Restructured regional sales organization and implemented new sales training programs.
- ▶ Shifted emphasis to more direct selling without jeopardizing reseller programs.
- ▶ Developed a real-time sales reporting system to achieve prompt action on new opportunities and sales activities.

Sales Representative 1996-1997

Sold browser-based software to large corporations.

- ▶ Closed ¥150-million in licensing agreements.
- ▶ Worked with the implementation team to develop client-specific proposals.

新しい職歴から記載します。数字で表せる実績がある場合は、具体的に記載します。箇条書きの文章は主語を省略して動詞から始めます。

EDUCATION

Best University, Hiroshima

BS in Information Technology, 1996

大学卒、短大卒、高校卒の場合は最終学歴を記載し、大学以上の教育は、新しい順に全て記載します。