SALES CV TEMPLATE

FULL NAME

[Your Address]

[Town/City, Postcode]

[Phone Number]

[Email Address]

[LinkedIn Profile or Personal Website – optional]

# Personal Statement

Confident communicator with a flair for persuasion and building relationships. Looking to grow in a sales role where performance, personality, and targets go hand-in-hand.

# Skills

- Verbal communication

- Customer relationship building

- Negotiation

- Time management

- Goal-driven and resilient

# Education

School or College Name  
GCSEs or A-Levels – Completed [Year]

Subjects include: English, Maths, [Other Key Subjects]

\*Optional: Add any standout achievements or awards\*

# Work Experience

Job Title or Role  
Company Name, Location – Month/Year to Month/Year  
- List your responsibilities and achievements  
- Use action words: managed, delivered, supported, etc.  
\*If no formal experience, use the “Volunteering” or “Projects” section below\*

# Volunteering / Projects

Role or Project Name  
Organisation or Event, Location – Year  
- Brief description of what you did and what skills you gained

# Hobbies & Interests

Include a few activities that show personality or soft skills. E.g., cycling, DIY, volunteering, etc.

# References

Available on request.