**Sample Sales Administrator Resume Template**

Name of the Candidate

**Career goal:**

To work in the position of a sales administrator in a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [type of industry or organization that the applicant wants to work in] and make best use my knowledge in the field of sales and managerial skills for the benefit of the organization.

**Personal details:**

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State \_\_\_\_\_\_\_\_\_\_\_ Post code \_\_\_\_\_\_\_\_\_\_\_\_

Contact number: \_\_\_\_\_\_\_\_\_\_\_\_\_

Email id: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Marital Status: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Academic background:**

* Masters in business administration with specialization in sales from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [name of the educational institution] in the year [year of completion of degree]
* Bachelors in business administration with specialization in sales from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [name of the educational institution] in the year [year of completion of degree]
* Completed Diploma/Certificate/Course in\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [name of the course] from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [name of the Institute] in the year \_\_\_\_\_\_\_\_\_\_\_\_\_ [passing year].

**Previous work experience:**

* Currently working in the position of a sales administrator in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [name of the organization] since \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [date of joining]. I have to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [mention in details the job responsibilities of the applicant]