



# Tustin Recruiting Sales Resume Template

[www.tustinrecruiting.com](http://www.tustinrecruiting.com)

## Your Name

[yourname@email.com](mailto:yourname@email.com) ○ (555) 555-5555 ○ Newport Beach, CA ○ [Linkedin Profile/Portfolio](#)

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## WORK EXPERIENCE

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### Recruiting Firm

January 2018 - Present

*VP of Sales*

*Tustin, CA*

- Put the most impactful, relevant item at the top of your resume. If you are a recent graduate, place education at the top.
- Responsible for the go-to-market strategy, client acquisition, internal recruiting, and overseeing the PnL for California.
  - Major logos: Snap, Uber, AirBnB, Twitter, Salesforce, and Apple.
  - Successfully expanded the internal recruiting team from 2 to 14 recruiters, achieving over \$150K in Gross Profit weekly.
- This template is straightforward and effective, but for those seeking a bit more style, consider exploring [Canva Templates](#).

### Company Name

Month Year – Month Year

*Job Title*

*Remote*

- Summary / Responsibilities / Results.
- Metrics / Data / KPIs / Quota Attainment / Major Logos.
- Include relevant keywords if tailoring to a specific job post but try not to “stuff” keywords.

### Company Name *(multiple positions held)*

First Position Start Date – Month Year

*Most Recent Job Title | Month, Year – Month, Year*

*Tustin, CA*

- Summary / Responsibilities / Results.
- Metrics / Data / KPIs / Quota Attainment / Major Logos. This can be multiple bullet points.

*Prior Job Title | Month, Year – Month, Year*

- What led to the promotion/title change? Metrics / Data / KPIs / Quota Attainment / Major Logos.
- Lessen the bullet points as you scroll down the page.

*Prior Job Title | Month, Year – Month, Year*

- What led to the promotion/title change? Metrics / Data / KPIs / Quota Attainment / Major Logos.

### Company Name

Month Year – Month Year

*Job Title*

*Tustin, CA*

- Keep your last position less than two bullet points unless it is critically important to the role you are applying for.

## EDUCATION

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### University of California, Los Angeles

September, 2009

*Degree, Major, (Minor if applicable)*

*Los Angeles, CA*

- List honors like *Summa Cum Laude* or Business Administration Honors Society.
- Varsity sports, fraternity/sorority, volunteer work, and other notable accomplishments while in school.

## CERTIFICATIONS, SKILLS, & INTERESTS *(choose only those that apply)*

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- **Certifications:** Strategic Selling® Certification, Sandler Training Certification, Salesforce, etc.
- **Skills:** Highlight your professional skills relevant to the job you are applying for.
- **Interests:** Share something unique and interesting about yourself, such as Competitive Mariachi or Civil War Reenactments, to create a memorable talking point.