



Manpower®

Resume and Letter Samples

Courtesy of:

Manpower, Inc. of Southeastern Michigan
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Dear Job Seeker,

Thank you for your interest in Manpower and your confidence in allowing us to assist you in your career search!

Below you'll find samples/templates for your cover letter and resume and information about references. You are welcome to use these samples as they are or use them for ideas on what to include in your own resume. Some good things to think about include:

- Be clear and concise.
- Keep each of your documents to one page each.
- Provide your information in way that will entice the reader into reading it.
- Choose a format and paper stock that gets the reader's attention but isn't too flashy or inappropriate.

These are just some ideas on how to build your documents. Ultimately, it is you that must arrange the information in an effective presentation that represents you and your skill set. Good luck!

Sincerely,

Manpower's Staffing Specialists

Manpower Inc. of SE Michigan

231 Little Lake Drive

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John A. Doe

12345 Main Street • Some City, Michigan 48888
555.555.5555 • johndoe@yahoo.com

PROFILE OVERVIEW

Senior Sales Executive with 18+ years successful management experience in Medical Sales and Telecommunications Industries. Hard-charging with an established track record of success in sales management and leadership, in both territory start-up and expansion. Consistently earned top ranks in sales performance via escalating profits and market share. Highlights include:

- Designed and executed sales strategy to grow non- and low-producing markets into profit centers
- Revitalized lost and low-volume accounts and delivered 50 - 75% increase in revenue
- Consistently ranked as one of top five producing territory managers

Core Competencies include:

- Strategic Market Planning
- Customer Acquisition & Penetration
- Sales Force Development
- Business Development
- Channel Sales Strategies
- Sales Best Practices
- Territory Management
- Account Management
- Merchandising & Promotions

PROFESSIONAL EXPERIENCE

XYZ Telecommunications (Anytown, Michigan)

Senior Sales Manager; 07/2000 – Present

- Aggressively launched an Alternate Sales Channel and Channel Partner program for start-up IP Telephony company by recruiting and hiring indirect sales force
- Created new compensation plan for the indirect sales force
- Developed and implemented a start-up program for indirect sales channel for the Michigan market
- Created sales plan and revenue targets and restructured agreements for indirect sales channels
- Developed monthly promotion programs to generate revenue
- Created marketing collateral utilized throughout the company
- Report directly to the President of XYZ Communications

Med Systems (Somewhere, Ohio)

Healthcare Solutions Sales Representative; 11/1994 – 07/2000

- Developed strong relationships with current customers; implemented technology plans for future business
- Created agreements and negotiated terms and pricing with all levels of the end user
- Managed existing customers' projects and developed new business for capital system sales
- Developed training program for new employees
- Created the competitive intelligence manual for the company
- Increased sales in the Somewhere, Ohio healthcare market by \$1M in the first year

Voice1 Communications (Over there, Ohio)

Account Manager; 08/1992 – 11/1994

- Responsible for meeting and exceeding established sales quota for Telecommunication services
- Prospecting for new business and satisfying communication needs for small to medium-sized businesses
- Ranked 58th out of 500 account managers in the 1995 President's Club

EDUCATION

Bachelor of Business Administration, Business Management
Higher Education University: Smartsville, Michigan

John A. Doe

12345 Main Street • Some City, Michigan 48888
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Date

Recruiter/Hiring Manager's Name
Title (if you have one)
Business Name
Business Address
City, State, Zip

Dear **Recruiter/Hiring Manager's Name**:

I am writing to you in order to express my interest in the... **(name of position Reference # you have posted where it's posted. OR if a mutual person referred you to this position/company, be sure to reference that! Note who referred you and what company or association they are with).**

In researching your company, I found that... **(list a few key points as to why you are drawn to this company and why you'd be a good fit. Here's the part as that article states where you learn as much as you can about the potential employer).**

As you can see from looking at my resume, I... **(here's where you SELL YOURSELF! Describe what sort of person you are and how you set yourself apart from the competition. List a few skills relative to the requirements of the position you see posted...).** I believe that for these reasons, I would be a great addition to your company.

Please feel free to contact me at your convenience to schedule an interview. I am available... **(list your availability – e.g., anytime, Monday – Friday after 5:00 pm, etc. and a number for them to reach you).**

Thank you and I look forward to hearing from you.

Sincerely,

(sign your letter here)

Your Name (typed)

Enclosure

John A. Doe

12345 Main Street • Some City, Michigan 48888
555.555.5555 • johndoe@yahoo.com

May 1, 2010

Mr. William Jones
HR Manager
ABC Company
6789 Industrial Drive
Anytown, MI 48899

Dear Mr. Jones

I am very interested in the Regional Sales Manager position Reference # SM1234 you have posted on Monster Career (OR... I was referred to you by Mrs. Jane Smith, ABC Company's CFO, who informed me that the Anytown branch is actively seeking a Regional Sales Manager).

In researching your company, I discovered a two important items:

- (1) ABC Company is recognized as a world leader in the widget industry; and
- (2) I share a common interest with your company's vision and values of business philosophy.

Becoming a part of the team at ABC Company is exactly what I'm looking for and I'm sure I can play a prominent role in your company's continued success. I pride myself on my professional attitude and my high level of drive and ambition. I am extremely conscientious and have a very strong work ethic. Determination and commitment are a few additional words that describe me.

As you can see from looking at my resume, I've displayed excellent communication and problem-solving skills during my 17+ years the sales and account management field. In addition, I have a proven track record of establishing new business and growing existing business. For these reasons, I believe I would be a great addition to your company.

Please feel free to contact me at your convenience to schedule an interview. I am available weekdays between the hours of 12 noon and 1:00pm or after 5:00pm at 555.555.555. You can also reach me via email at johndoe@yahoo.com.

Thank you and I look forward to hearing from you.

Sincerely,

John A Doe

John A. Doe

Enclosure



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References

Selecting Your References

When selecting your references, look at your list from a prospective employer's point of view. A good reference confirms and elaborates on the information that you have supplied in your resume and your interview. Former managers make the best references since they have the first-hand knowledge of your job performance. If your options are limited, strive for a balanced group of people: a recent or current employer, a long-time professional contact, a colleague or co-worker. If you are a recent college graduate, consider professors, advisors, and employers from your part-time, summer jobs or volunteer work as reference options. Three to five references are usually adequate. As you choose your references, keep in mind that those who know you well can speak knowledgeably about your professional and personal attributes. This in turn will go a long way towards securing a job offer.

Reference Tips and Etiquette

Be sure to ask permission before listing someone as a reference. If you haven't spoken to a potential reference in a while, pay them a visit. This is your chance to demonstrate that you have grown beyond their expectations.

Confirm your reference information: Names, job titles, phone numbers, and email address. Besides making you look bad because you supplied incorrect information, a prospective employer should not have to track down your references.

Provide your references with as many details as possible about your current job search. Offer a copy of your resume, explain why you left or are leaving your current position, and tell them why you would like to use them as a reference.

Because space is at a premium on your resume, prepare a separate page with your reference information. Give them out only when asked, but do take the page with you when you attend interviews. Contact your references every time you give out their name and keep them updated on your job search progress. Also ask them to contact you each time they are called.

When your search is over, send a letter or card of thanks to your reference thanking them for their time and effort and letting them know about your new position.



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Your Reference List

Set up your page of references using the same format and type of paper as your resume. Provide your name, address, phone number(s), and email information on the top in the same format and typeface as your resume (and cover letter). Include the following information for each reference: Name, Address, Company, Position, Office Phone, Home Phone, Email address and Relationship to you.

Reference Questions

Below is a list of possible questions your prospective employer may ask your current/past employer(s).

1. Can you confirm dates of employment?
2. How long did the applicant work for (or with) you?
3. Can you describe the applicant's three primary responsibilities? Which was the strongest area and which was the weakest of those you mentioned?
4. Why did the applicant leave the company?
5. What was the biggest contribution made by this person to your project or to your company in the last six months?
6. What was the applicant's attendance like? Was the applicant flexible in his/her approach to hours?
7. What would you say were this applicant's technical strengths/weaknesses?
8. What would you say were this applicant's interpersonal strengths/weaknesses?
9. How did this applicant deal with peers? With yourself? How did s/he accept direction? Did this applicant need much supervision? How did s/he accept criticism?
10. What was your relationship to this applicant at the time you worked together?
11. Would you make any comment on the applicant's honesty and integrity?
12. If you were to use ONE word to describe this applicant's dominant personality trait, what would it be?



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13. Did s/he deal with your customers? Could you comment on his/her ability in this area?
14. Could you comment on his/her attention to detail and accuracy?
15. Was s/he promoted or given extra responsibilities during this time s/he was employed by your organization?
16. Could you comment on his/her ability to prioritize work and meet deadlines?
17. Could you comment on any issues, incidents, or concerns that you might have with this person performing his/her set duties?
18. Would you re-employ the applicant in your company? If not, please explain?