www.MYRESUME.com.au

MyResume Report



Name: Sammy Sample

Style: Analyser Promoter

Date: 11 June 2021, 15:40





Sammy Sample



Section ONE - About You

Section ONE contains information about you to include in your resume.

Your resume is one of the most important documents you'll ever write. It will open more opportunities for you than anything else. It is the first impression a prospective employer has of you and the most crucial step in your search for your dream job. Its purpose is to get you an interview where you get the chance to impress.

A great resume demonstrates how your skills and abilities match the requirements of the job.

My Resume explains how to grab the readers attention and stand out from your competitors. By personalising your resume you provide the reader with information about your strengths and the talents you bring to the job.

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Your resume is one of the most important documents you'll ever write. It will have a major impact on the money you earn and the life you'll lead.

RESUME

Click to download your resume ebook

Two icons are used in the margins of this report to direct you to comments and links.



The 'note pad' offers suggestions for you to use in your resume and cover letter.



The 'computer' links to our website for further ideas and content.

Rock Your Resume! eBook

Accompanying this report is a **Rock Your Resume! eBook** packed with great content on how to create an outstanding resume and cover letter that gets results.

From every corner of the world, and from every resume writing expert, we have chosen the best tips and advice to help you stand out and get noticed.

Inside your eBook you'll discover the trade secrets of professional resume writers and receive the very latest in resume writing techniques. A valuable resource, your eBook includes action words, resume headings, how to impress employers with your employability skills; how to manage the social media; a resume checklist, tips for nailing the interview; and marketing strategies for getting your dream job.

Our job is to give you the tools and inside secrets to make your resume rock! It's not hard to do, but there are certain rules that apply and we'll show you all of them.



Sammy Sample



Your Personality Style

This report identifies your personality style as an **Analyser Promoter**. It is based on the answers you gave to the survey and will help you understand who you are and the natural talents you bring to a job.

Understanding your personality style is an important aspect of making good career decisions. Your personality shows in what you choose to feature in your resume. The words you choose can tell a great deal about you.

Use the key words and phrases in this report to make your resume and cover letter more compelling so that employers want to meet you. This will help you stand out from the crowd and describe what makes you unique, what makes you different and what you bring to your future employer.

About Your Analyser Promoter Style

Analyser Promoters move quickly between solving tasks and people problems. You take creative ideas and make them purposeful. You are competitive and use other people to achieve their goals by persuading them to be involved. You are great at getting people to cooperate together to achieve a result.

As an Analyser Promoter you use a rational approach to convincing others to take action. You are an accomplished communicator and use your talent as a critical thinker to achieve your goals. You are excellent at helping others visualise the various steps necessary to complete a project. You want to win and at the same time get a result with class and style. You are naturally enthusiastic and you have the ability to transfer technical data easily and you often do this in entertaining or interesting ways. You rely on your ability to persuade through the use of factual information, technical data, rules and standards. You are flexible and easy to get along with.

Analyser Promoters see winning as being a clear win-or-lose situation. You want to do things the best way, not by cutting corners but by applying clever ideas to solve the problem and get closer to the end result. You are ready to work hard and put in a big effort but you want the rewards to be greater if you do so. You tend to move quickly to get projects started. You dislike people who don't make things happen. Jumping in first without being in possession of all the facts is not an uncommon occurrence.

You are detail oriented and can be an effective motivator, controlling the quality of work and maintaining standards. As a leader you bring energy and direction to the team. You are able to tune in to problems, identify them and help solve them. You do this using logic and persuasion. You enjoy socialising with your colleagues and you find that it helps you in the workplace.

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Use the contents of this report to make your resume more compelling.



Use the contents on this page to strengthen your resume and cover letter.

Include Your Profile Summary in your resume.

Your Profile Summary

An optimistic and versatile person, able to take creative ideas and make them purposeful. An excellent communicator who always strives to produce accurate work, able to use a rational and entertaining approach to persuade others to get involved. I'm not afraid of putting in the hard work to get things done correctly. A natural problem solver with a broad range of interests and an ability to learn new things quickly.



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Talents You Bring To The Job

You feel rewarded by doing good work that is valued by others. You tend to be flexible in relating to people, but when focusing on tasks, you are observant and pay careful attention to details. Although you are not likely to initiate change, you adapt easily to changes made by others.

Your key talents include:

- Excellent communication skills and the ability to get others motivated
- Eagerness to think outside the box and consider new possibilities
- Strong creative problem-solving skills
- Courage to take some risks, try and overcome obstacles
- Broad range of interests and an ability to learn new things quickly
- Ability to withstand rejection and maintain optimism and enthusiasm Great confidence and drive to continue increasing your knowledge
- Natural curiosity and skills to get information you need
- Ability to see the big picture and implications of actions and ideas
- Ability to juggle several projects at once
- Perceptiveness about people, their needs and motivations
- Adaptability and an ability to change direction

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Highlight your best qualities with powerful words and phrases.

Words That Describe You

Accurate Curious Adaptable Enthusiastic Affable Friendly Idealistic Alert Competitive Individualistic Compliant Logical Conservative Loyal Conventional Mobile

Ontimistic Perfectionist Persuasive Positive Precise Rational Systematic

Your Value To An Employer

- You strive to produce accurate and precise work
- You are excellent at controlling quality output
- You bring reality to the situation
- You enjoy working to guidelines
- You are usually diplomatic
- You generate enthusiasm
- You help others
- You motivate people to act
- You are a peacemaker

What You Value And Admire



Use the contents on this page to strengthen your resume and cover letter. Accuracy Adventure Competence Creativity Critical thinking Details Efficiency

Enthusiasm Facts Freedom Innovation Logic

Organisation Quality

Rules and regulations Security

Stability Structure Tradition Uniqueness Versatility Vision





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Your Leadership Qualitites

Analyser Promoters are managers and leaders who accomplish goals with excellence and flair. You are bound by systems and procedures but nevertheless create a fun and friendly environment. You set a good example by working diligently to achieve quality outcomes. You can become perfectionists and moody if the work produced is not up to standard and if goals aren't achieved. You dislike surprises and would rather know of a problem early so you can solve it. You avoid conflict and minimise risk. Analyser Promoter leaders expect the team to function in a friendly professional way where colleagues support and encourage each other. You can be inspirational if the team morale is low.

How You Make A Difference

You will make a difference by using your core strengths ...

Being realistic

You are a logical person and make a difference by not getting emotionally caught up in the problem. By making realistic plans and decisions based on facts and data, you reduce conflict and stress.

Applying rules

You respect authority and are willing to use your authority with a sense of fairness. You understand that rules are meant to be followed because they create order and a method by which things get done. You make a difference by sticking to procedures and systems.

Helping people understand

Your view of the "big picture" helps people to understand where they fit into things. You make a difference by being able to provide insight and understanding into why others are important and how they can contribute to make things better. You want to help people gain meaning, not just answers.

Getting it done on time

You are realistic and strive for results such as getting things done on time, or saving money or figuring out how to be more productive. You want to see tasks completed efficiently. You make a difference by ensuring that things are done correctly and deadlines are met.

Gathering information

Your strengths in gathering and collating information make a difference by enabling you to produce factual material such as manuals and text books and enabling you to store information so that it can be accessed efficiently.

Providing training

Because you are good at breaking down tasks, you make a difference by being a good trainer. You show people how to do things step-by-step, in an easily understood way.

Finding mistakes

You are good at finding mistakes and preventing problems before they happen. You double-check your work and that of others. This often leads to uncovering mistakes and seeing problems before they occur. You make a difference by your thoroughness, eye for detail and research.

Having a purpose

You want to work for organisations that have purpose and values that you believe in. You make a difference by using these beliefs to benefit others and take personally the organisation's mission statement.

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These are your core strengths they tell employers what you can do for them.



Use the contents on this page to strengthen your resume and cover letter.



Sammy Sample



Personality Styles and Job Matching

The relationship between personality style and the job is critical to your career success. The closer your talents match the job the better you will perform so when you're in a job that utilises your strongest talents, you're more likely to succeed. When your strengths match the job it's a 'good fit'. The trick is to discover your 'right fit' early in your career.

The key for an **Analyser Promoter** is to work where precise information is required and where you can promote technical products, educate or solve problems. Your attention to detail coupled with an outgoing friendly style is ideal for a variety of careers that utilise your natural skills.

In listing occupations that are popular among Analyser Promoters, it's important to note that there are successful people of all styles in all occupations. However, the following are careers Analyser Promoters may find particularly satisfying.

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When your talents match the job, it's a good fit.

Academic Accountant Administration Advertising Creative Architect Automotive Engineer Automotive Products Sales **Business Development** Career Consultant Company Secretary Computer Analyst Computer Programmer Copywriter Creative Writer Designer Diplomat **Editorial Writer** Engineering **Environmental Protection Exhibition Designer** Factory Supervisor Fashion Designer Financial Advisor

Environmental Protect Exhibition Designer Factory Supervisor Fashion Designer Financial Advisor Financial Planner Hotel Manager Human Resources Immigration Services Industrial Designer Internet Marketer Investment Banker Investment Broker Journalist

Laboratory Technician Lecturer

Legal Logistics Magazine Editor Management Consultant Market Analyst Marketing Manager **Network Consultant** Office Administrator Personnel Administration **Product Safety** Production Supervisor Project Engineer Public Relations Purchasing Manager Real Estate Research & Development Research Chemist Restaurant Owner Sales - Specialist Sales - Technical Science Teacher Securities Analyst Service Engineer Sports Marketing

Technical Sales
Technical Trainer
Urban Planner
Video Game Developer
Water & Air Protection

Strategic Planner

Systems Analyst

Teacher

Water & Air Protection
Web Developer
Wedding Planner



To discover more about your style and the careers that match your talents, visit MyResume and select Resources, Hot Topics or click this link <u>Personality Careers</u>

How did we determine your personality

MyResume uses the DPSA $^{\text{TM}}$ method developed by MyProfile Pty Ltd and used in MyCareerMatch and JobProfile. It uses a preference based behavioural survey to ask you about yourself.





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Section TWO - Your Resume Template

How you look is as important as what you say.

When presenting a resume to a prospective employer, you are essentially **selling yourself**. This includes not only selling your qualifications and abilities relevant to the job you are seeking, but also selling your character, personality, and what makes you unique.

To make your resume stand out and get noticed you must:

- GRAB the attention of the reader
- ADVERTISE & PROMOTE your skills and achievements
- CLOSELY MATCH the skills the job requires
- IMPRESS the employer so they invite you to an interview

11

Modern resumes are precise, compelling, and easy to read. They tell the employer what talents and skills you bring to the job.

Here are the top tips for writing a great resume:

- 1 Stop 'telling' and start 'selling'!
- 2 Make your resume compelling from the start
- 3 Get noticed with keywords from the job ad
- 4 Make an impact with action words
- 5 Include accomplishments... what have you done, what can you do?
- 6 Always include a cover letter
- 7 Proofread and check

Section TWO contains a resume template that will showcase your best qualities and make you stand out from the crowd.



Sammy Sample



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Always keep in mind that first impressions count, so a bland resume will go un-noticed. Employers want more than basic facts, they want to be sold to and convinced by you that you're the one!

Top Tips For Writing A Resume

Your resume is a selling tool that introduces you to prospective employers. Its purpose is to get you an interview. To make your resume stand out and get noticed you must:

- · GRAB the attention of the reader
- ADVERTISE & PROMOTE your skills and achievements
- · CLOSELY MATCH the skills the job requires
- · IMPRESS the employer so they invite you to an interview

Here are the top tips from professional resume writers

1. Stop 'telling' and start 'selling'

When presenting a resume to a prospective employer, you are essentially **selling yourself.** This includes not only selling your qualifications and abilities relevant to the job you are seeking, but also selling your character, personality, and what makes you unique. Your resume should highlight what your employer will find most important: any top skills and abilities you may possess, your best attributes and characteristics that will contribute to the job, and what makes you unique and best suited for the job.

2. Make your resume compelling from the start

When it comes to resumes, a clear, targeted and focused resume is a must. Begin with a **Target Job Title** that tells the reader what the resume is about and what you are looking for; then add your personal **Brand Statement**. This is a one sentence statement of the value proposition you bring to the job. Follow this with a well written **Profile** about yourself (about 60 words) and then add your **Skills Summary** – a bullet point list of about 6 of your greatest strengths and talents that confirm your suitability for the job.

3. Get noticed with keywords from the job ad

Make each resume and cover letter 'job specific'. Identify the key words of the job and then weave those words throughout your resume. Key words help an employer quickly determine that you are a good match for the job. They make you stand out and get noticed. Whether your resume is scanned by software or visually, employers look for key words that link your capabilities to those required by the job. Key words are found in the job ad, in job descriptions, on the employer's website and in industry publications.

4. Make an impact with action words

Use actions words that convey participation, involvement and accomplishment. They have a strong impact on the reader. Powerful action words make your resume more distinctive, creating a dynamic picture of your abilities and skills.

5. Include accomplishments

What have you done? What can you do? On any major job board, 95% of all resumes lack accomplishments statements; yet these all-important statements allow employers to visualise your contribution to their organisation. Accomplishments motivate employers to call you.

6. Always include a cover letter

Your cover letter is a critical companion piece to your resume. It's your sales pitch. You should create a cover letter template that can easily be modified for different job applications. Each job application must have a tailored cover letter that tells employers why you are the best person for the job.

7. Proofread and check

Check it yourself and ask someone else to as well. Print it out to make it easier to proofread. Make sure dates and numbers are correct. Proofread it several times and give it to a friend or colleague to review as well. The same applies to your cover letter.



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Employers will hire on past performance so its vital to tell them your accomplishments. The rational is that if you've done it before you'll do it again.

You Must List Your Accomplishments

To make an impact and impress, your resume must detail what you have accomplished in each job. List your accomplishments in order of relevance to your prospective employer, placing your most impressive accomplishment at the top.

Think about the problems you have faced, the solutions you've devised and ask yourself:

- What did I do? / How did I do it?/ Of what events am I most proud?
- Did I do something faster, better, cheaper than it had been done before?
- Did I increase membership, participation, or sales?
- Did I save my organisation any money or eliminate waste?
- Did I identify and/or help solve any problems?
- Did I institute any new methods, systems, or procedures?
- Did I suggest a new service, product, or project?
- Did I reorganise or improve an existing system?
- Did I refine the nature of an existing task?
- Did I maintain a consistently high level of performance?
- Did I demonstrate leadership skills and/or did I exhibit good team skills?
- Did I reach out for more work or more responsibility?
- Did I achieve results with little or no supervision?
- Did I establish new goals and objectives?
- Did I accomplish something others thought could not be done?
- Did I motivate others?
- Did I coordinate any event or project?
- Did I train another person? What were the results?
- If I didn't improve the organisation, did I improve my skills?

Adding Facts Adds Impact

By far the biggest gap in resumes is the lack of facts. An easy way to approach this is to ask "So what" after each statement and then add facts to support it. This makes your resume more impressive and relevant to an employer.

Let's use this achievement statement as an example:

"Increased first-time customer complaint resolution rate". Ask "So what?"

A better statement would be: "Increased first-time resolution rate for all customer calls from 65% to 82%". Let's ask again - "So what?"

An even better statement would be: "Increased first-time resolution rate for all customer calls from 65% to 82% saving support team members one hour per day". "So what?"

Well how about this: "Increased first-time resolution rate for all customer calls from 65% to 82% saving support team members one hour per day and reducing costs by \$10K per month"

If you were the hiring employer, which version of the above would you rather be reading? To the employer, this last statement gives much more information about your accomplishments.

This technique will make each achievement have outstanding impact.



Sammy Sample



Resume Template / Job Seekers

When it comes to resumes, a clear, targeted and focused resume is a must. Here is an effective resume template that will work for you.

In bold letters at the top of your resume state your name (in capital letters), address, contact telephone number(s) and email address. Make sure your name is printed on every page.

TARGET JOB TITLE & BRAND STATEMENT

To make your resume more effective start with a **Target Job Title** and **Brand Statement** as a separate heading after your name and contact details at the top of your resume. This makes your resume more compelling, helps with database search visibility and gives focus to the human eye. Your **Target Job Title** explains what the resume is about and what you're looking for; and your **Brand Statement** is a one sentence statement of the value proposition you bring to the job. Use key words from the job ad, or industry. Follow this with a compelling personal **Profile**.

PROFILE

Your **Profile** section is an essential part of the modern resume and focuses the reader's attention on the key qualities you bring to the job. It's written in short sentences or phrases (or bullet point sentences) and is a 'showcase' of your key competencies and abilities, employability skills, language skills, and career aspirations. 50-80 words are all you need. Use key words from the job ad, job description or industry you're interested in to improve your chances of being invited to an interview.

SKILLS SUMMARY

Your **Skills Summary** is a list of your Key Competencies/Skills/Strengths/ Areas of Expertise etc. Use 6 or 8 bullet points to highlight your most important skills and abilities. Read the job ad carefully and include the skills that are most relevant to the job you are applying for so the employer can see you are a good 'fit' for the job. This increases your chances of being asked to an interview.

EXAMPLE: Here is an example of a Target Job Title, Brand Statement, Profile and Skills Summary:

E-BUSINESS/ONLINE MARKETING PROFESSIONAL

Expert in Web/Internet & New Media Marketing/Able to take your organisation to the next level

PROFILE

Web-savvy marketing professional accomplished in creating and implementing high-impact marketing campaigns that consistently meet aggressive e-business goals. Initiated ground breaking programs and delivered large revenue gains. Acknowledged talent in both start-up and mature corporate environments. Strong leader known for tenacity and positive 'can-do' attitude. Expert knowledge of interactive and internet technologies and tools.

SKILLS SUMMARY

- Proven ability creating web, print, and multimedia advertising.
- A strong track record of delivering outstanding e-commerce strategies
- Experienced in developing direct marketing and email campaigns
- Skilled at implementation of customer loyalty programs
- Able to manage projects simultaneously while meeting all deadlines
- · Highly motivated, confident, organised and disciplined

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Imagine
you are asked
to write an
advertisment
for a product
and the product
is YOU.



For more examples of Personal Profile summaries, visit MyResume and select Resources, Hot Topics or click this link Personal Profile



Sammy Sample



Resume Template / Job Seekers

EMPLOYMENT HISTORY

List the most recent jobs first. Include key contributions, achievements and accomplishments for each job you list.

NAME OF COMPANY
A BRIEF DESCRIPTION OF WHAT THE COMPANY DOES
POSITION/JOB TITLE
TERM OF EMPLOYMENT
KEY RESPONSIBILITIES
ACCOMPLISHMENTS

EDUCATION

This section may come before your Employment Section if these are critical to the job requirements. List all degrees, certificates, diplomas received. Begin with your most recent qualifications and work backwards.

QUALIFICATION INSTITUTE/COLLEGE/UNIVERSITY LOCATION DATE

MAIN AREAS OF KNOWLEDGE AREAS OF EXPERTISE SPECIAL SKILLS

You may choose to include these if you have specialist knowledge or your skills are critical for the position you are applying for (IT, Accounting, etc.). Highlighting your areas of knowledge strengthens your resume.

AWARDS/ACHIEVEMENTS

List any awards/certificates/prizes/honours/distinctions or achievements. These might include any additional courses or training programs you completed.

LANGUAGES

Do you speak, read & write another language. Companies trade globally and your language skills could be an advantage.

TECHNICAL QUALIFICATIONS IT SKILLS

With advances in technology, employers look to hire employees with good computer/IT skills and technical knowledge. If you possess these skills, include them in your resume. As your career progresses remember to update and change to make them relevant.

PROFESSIONAL ASSOCIATIONS COMMITTEE MEMBERSHIPS

Memberships of associations and committees that relate to your work demonstrate your strong professional commitment and will be positively received.

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To make your resume stand out and get noticed you must advertise your skills and achievements.



Sammy Sample



Resume Template / Job Seekers

MILITARY SERVICE

HOBBIES/INTERESTS

If these relate to the job you are applying for.

PUBLICATIONS & SPEAKING

These capabilities tell the employer that you invest considerable personal time in your career. Public speaking and publications are always respected but will carry more weight in some professions.

REFERENCES

Generally, your references section will consist of the name, title, phone number and email address of three or four professional business referees. If you don't want to include references, it's acceptable to use the phrase, "References available on request".

ENDORSEMENTS

Some Job Seekers effectively use endorsements (or excerpts from letters of recommendation) in their resumes. These are useful particularly if you are lacking certain qualifications or competing against more experienced candidates. If you are adding endorsements, carefully select two or three credible endorsers who will add weight to your resume by their recommendation of you as a candidate. Well respected industry leaders, customers, vendors and previous employers are all good sources for endorsements.

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Every word in your resume should have the desired effect ... to get them to pick up the phone and call you.





For a sample resumes click here



Sammy Sample



The cover letter is the only place where you can promote and brag about yourself to convince an employer that you have what it takes to do the job.

Section THREE - The Cover Letter

A good cover letter strengthens your job application and increases your chances of being invited to an interview.

Many job applicants make the mistake of not including a cover letter with their resume. Don't make this mistake. If you send out your resume without a cover letter, you miss the opportunity of promoting yourself ahead of your competitors.

The cover letter is your sales letter. It tells the reader why you are the right person for the job and why they should hire you. It explains who you are, what you've done and why you are a good fit for the job.

An effective cover letter

- · Introduces you to an employer
- · So impresses the employer that they read your resume
- Is specifically tailored to each job you are applying for
- Promotes your key selling points (skills, abilities, achievements)
- · Shows the employer how you match their requirements
- Convinces the employer that you're worth interviewing
- · Closes with a 'call to action', requesting an interview or meeting

Writing a cover letter begins with reading the job advertisement and highlighting what the employer wants.

Section THREE gives you an example of a job ad and shows how the cover letter can convince an employer to meet you.



Sammy Sample



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Read the job ad carefully and underline the key words and phrases to use in your resume and cover letter.

How To Read A Job Advertisment

When reading a job ad, look for the main things the employer really wants and include these in your cover letter. These are your key words. Use this technique for every job you apply for, for example...

Territory Manager – Pharmacy

Biotech / Milton pharmaceuticals, an established and rapidly growing Marketer and Manufacturer of well known OTC Pharmacy Brands, is seeking to employ an outstanding Territory Manager to drive further growth in the Pharmacy Channel in Metropolitan Melbourne (+ country territory).

With several exciting new products ready for immediate launch, we seek an enthusiastic and experienced Pharmacy sales over-achiever.

Reporting to the General Manager - Brands the Key Responsibilities are:

- Achievement of Sales targets within a designated Territory
- Increase sales & distribution of existing product portfolio
- Achieve new product sales & distribution targets
- Conduct Staff Training for product recommendation
- Develop and strengthen relationships with Key Personnel
- Accurate and timely reporting

To be considered you must be able to demonstrate:

- 1. The ability to sell in a highly competitive environment
- 2. Previous sales success
- 3. Understanding of pharmacy industry & dynamics
- 4. Passion, enthusiasm and flair
- 5. The ability to work autonomously while contributing to the team effort
- 6. Your excellent communication skills, both verbal and written
- 7. Tertiary Qualifications are viewed highly although not essential.
- 8. Pharmacy experience essential
- 9. Passion, drive and commitment are essential

A comprehensive remuneration package is being offered, including FMV and company incentive scheme.

To apply please forward your resume and covering letter Applications close Wednesday April 20

Interpreting the job advert

The company wants an experienced Pharmacy sales person. This is emphasised a number of times so it's important to them that you have pharmacy sales experience.

To get this job you mush show that you

- 1. Have sold in competitive markets such as pharmacy or supermarkets
- 2. Have previous sales success and are an over achiever
- 3. Understand the pharmacy industry. Each industry is different and has its own dynamics, quirks and uniqueness
- 4. Have passion and enthusiasm. This is first communicated in your cover letter and then in the interview.
- 6. Are able to communicate as the job requires training pharmacy staff
- Have pharmacy experience. They may accept pharmaceutical or health foods.

Whilst they don't advise the salary you can expect a base + superannuation plus commission/incentive and a fully maintained vehicle (FMV).

They require you to email a cover letter and resume so don't just send them your resume. They want to read what you bring to this job.



Sammy Sample

Example Cover Letter

The Cover Letter is a business letter so be formal. NEVER address your letter "To Whom it May Concern"!

ALWAYS use a person's name. If you don't know, telephone and find out.

Open with a catchy heading. Use a large font or make it bold. It's a promotional letter so you must grab their interest right away. One page only.

The opening paragraph should stand out.. like a well written story, it grabs your attention so you want to read more.

Use KEY WORDS. Key words are like beacons; employers will spot them a mile away. Use the words they used in their job ad. Tell them what you've done and how this relates to what they are looking for.

End with a 'close'. Sales people use this technique all the time. Tell them you are confident you can do a great job; that they won't regret hiring you, and you look forward to the interview.

Include a PS (postscript). Everyone reads a PS so use this to re-state your interest and enthusiasm.

Job Seeker 123 High Street MELBOURNE VIC 3000 Tel 0400 000 000

15 April 2011

Mr James Smith HR Manager Biotech Pharmaceuticals 1000 Main Road, Melbourne VIC 3000

Dear Mr Smith

Top OTC pharmacy Territory Manager ready for new challenge

As a top sales achiever with 5 years in OTC Melbourne pharmacy sales, I have had the opportunity to plan, develop, and accomplish major sales initiatives that drove pharmacy sales with millions of dollars in recurring revenue; in one case increasing market share by 21% in the first year. I understand the unique forces that drive the pharmacy business and have been at the forefront of industry development and training.

I am looking for an organisation in which I can apply these skills and continue this trend of success. Allow me to highlight my strengths:

- Confident and passionate, with the drive and commitment to over achieve sales targets
- Tremendous ability to lead sales teams and revitalise sales performance
- Natural entrepreneurial talents, exploring new opportunities for growth
- Excellent communicator and trainer
- Ability to build strong, lasting relationships with customers and industry colleagues

I am confident that I possess the necessary skills and qualifications to do this job extremely well and make a valuable contribution to your team. I look forward to examining any of the ways you feel my background and skills would benefit your organisation.

I welcome the opportunity to discuss my application with you in person.

Yours sincerely,

(Your signature)

Job Seeker

PS: I'm available for an interview at any time convenient to you and look forward to hearing from you soon.



Sammy Sample



MyCareerMatch Blast-Off! will get you fired-up, ready for your first job or exploring higher education. Whatever path you choose, Blast-Off! develops your personal skills through 27 awesome lessons that help you go from school to career success.

It's FREE for you to use and when you complete the course you'll receive a certificate to show your employer that you've done the course.

Click image to **START**.



Get ready for your first job with BLAST OFF



"

Good luck with your resume and success in your job search.

About MyResume

Your MyResume report is based entirely on your responses to the survey questionnaire and is intended as general information about you to help you write a better resume. Some of the report comments may not apply to you, so use your judgment about what copy you use. MyProfile makes no warranties, express or implied about the accuracy or reliability of this report. MyResume does not keep copies of your report. For personal assistance you may consider consulting a professional career counsellor or resume writer.

 $\label{thm:myProfile} \begin{tabular}{ll} MyProfile Pty Ltd is an industry leader in online personal assessments and products include MyProfile, JobProfile, MyCareerMatch & MyResume. \end{tabular}$