**Candidate Name**

City, State

Email

Phone Number

**EXPERIENCE:**

**ASG Toyota – ASG Auto Group**, City, State **May 2009 – Present**

*Title*

* Describe your current position and responsibilities in detail
* Include as many relevant examples as necessary to help illustrate the breadth of your experience and knowledge
* Point out numbers relevant to your position such number of employees under your supervision, the average volume of your department, the average grosses of your department, etc.
* Incorporate company synopsis in your bullet points, as opposed to having a separate section for it
* Group responsibilities in one bullet point if they pertain to a specific project
* Mention any product exposure or experience liaising with other internal or external parties
* Utilize strong action verbs to begin each bullet point and try not to be redundant
* Include exposure to other areas within the firm that do not necessarily fall within your primary responsibilities
* Expand upon your current job responsibilities the most as it is the most recent and therefore relevant for a future employer
* Use one font type throughout the entire resume and ensure that all the bullet points are the same size and align throughout the resume
* Ensure that all bullet points either end in a period or don’t – consistency is critical

**Ford of Manhattan**, New York, NY

*Title (i.e. Sales Manager)*

**June 2003 – May 2009** *December 2006 – May 2009*

* Ensure that the verbs in past positions are in the past tense
* Separate your time at the firm by job titles, if applicable, to show promotions over time
* Describe your duties and responsibilities under each position as necessary, avoiding repetition

*Title (i.e. Sales Consultant)* *June 2003 – December 2006*

* Include specific dates for each position and list them in reverse chronological order
* Feel free to summarize past responsibilities in fewer bullet points, while still giving enough detail to show the extent of your experience

**EDUCATION AND TRAINING:**

**NADA Dealer Academy, Tysons Corner, VA 2014**

**ASG University, New York, NY 2003**

*Bachelor of Arts in Economics;* Minor in Finance

**ASG High School, New York, NY 1999**

**AWARDS AND ACHIEVEMENTS:**

* Ford Master Certified Service Manager: 2014-present
* BMW Center of Excellence Award: 2009, 2010, 2013

**COMPUTER SKILLS:**

Microsoft Office (Excel, PowerPoint, Outlook, Word), Reynolds and Reynolds, eLead, DealerSocket, CDK, vAuto

**LANGUAGES:**

Spanish (fluent) and Portuguese (intermediate)