

## John Smith

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New York  
999-999-9999  
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**Objective:** Interested in the position of Automobile Sales Representative with a leading Automobile Dealer, where I can put to use my marketing & customer service skills.

### Experience

*GPL Auto Dealers*

*New York*

**Automobile Sales Representative**

3/3/2009 to Present

- Sold motor vehicles, such as cars, pickup trucks, vans, SUV's & tractors to customers who visited the dealership.
- Sold parts and supplies, such as batteries, tires, motors, chassis parts, tools, equipment and lubricants customers
- Conferred with dealer and reviewed sales records to determine number of vehicles to order.
- Advised customers about the new models and assisted the customer in determining which vehicle is suitable to their needs.
- Sold extended warranties, service contracts for vehicles bought at the dealership.
- Compiled lists of prospective customers for use as sales leads, based on information from newspapers, business directories and other sources.
- Trained new joiner sales representatives.
- Traveled throughout assigned territory to call on regular and prospective customers and to solicit orders.
- Quoted prices and credit terms and prepared sales contracts for orders obtained.
- Estimated date of delivery to customer, based on knowledge of own firm's production and delivery schedules.
- Prepared reports of business transactions and kept expense accounts.

### Education

*State University of New York*

*New York*

**Bachelors of Commerce**

2009

*Sunnydale High School*

*New York*

**High School Diploma**

2005

**References:** Available upon request