

John Smith

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999-999-9999

Objective: Interested in the position of Car Sales Representative with a leading Automobile Dealer, where I can put to use my marketing & customer service skills to practice.

Experience: *GPL Auto Dealers* *New York*
Car 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 dealer ship.
- ♦ Compiled lists of prospective customers for use as sales leads, based on information from newspapers, business directories and other sources.
- ♦ Trained new joinee 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.

Key Skills:

- ♦ Effective sales skills
- ♦ Target oriented, able to achieve sales targets and goals.
- ♦ Energetic and committed - Win-win attitude
- ♦ In-depth knowledge of relevant vehicles.
- ♦ Great customer service & communication skills.
- ♦ Flexible for working long hours

Education: *State University of New York* *New York*
Bachelors of Commerce 2009

Sunnydale High School
High School Diploma

New York
2005

References:

Available upon request