

John Smith

123 Elm Street • New York • 999-999-9999
johnsmith@xyz.com

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 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.

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
Bachelors of Commerce

New York
2009

John Smith

Page 2

Sunnydale High School
High School Diploma

New York
2005

References: Available upon request