

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

Objective: Interested in the position of Cell phone sales representative with a leading Cell Phone/Mobile Phone store, where I can put to use my marketing & customer service skills to practice.

- Key Skills:**
- Effective sales skills
 - Target oriented, able to achieve sales targets and goals.
 - Energetic and committed - Win-win attitude
 - In-depth knowledge of the cell phone market.
 - Technical knowledge about cell phone usage.
 - Great customer service & communication skills.
 - Flexible for working long hours

Experience: GPL Cell Phone Store New York
Cell Phone Sales Representative 3/3/2009 to Present

- Sold cellphones, cell phone accessories to customers who visited the dealership.
- Conferred with dealer and reviewed sales records to determine procurement of cell phones and cell phone accessories.
- Advised customers about the new models and assisted the customer in determining which cell phone is suitable to their needs.
- Trained new joiner sales representatives.
- 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