

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

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

Summary of Qualification:

- Great negotiating skills & sales skills
- Great customer service & communication skills.
- Ability to gain customer confidence in the shortest span of time and build customer relations.
- Ability to assess every different customers' needs.
- In-depth knowledge of the computer sales
- Able to effectively meet sales goals.

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

- Sold computers and electronic data processing systems to business and industrial establishments.
- Compiled lists of prospective customers for use as sales leads, based on information from newspapers, business directories and other sources.
- Traveled throughout assigned territory to call on regular and prospective customers and to solicit orders.
- Quoted prices and credit terms.
- Prepared sales contracts for orders obtained.
- Trained new hire sales representatives.
- Prepared reports of business transactions and kept expense accounts.
- Analyzed customer's needs and recommended computer systems that best met customer's requirements.
- Emphasized salable features, such as flexibility, cost, capacity and economy of operation.
- Consulted with staff engineers on highly technical problems.

Education: State University of New York New York
Bachelors Degree in Marketing 2008

Sunny Dale High School New York
High School Diploma 2004

References: Available upon request