

*John Smith*

123 Elm Street ♦ New York  
johnsmith@xyz.com

999-999-9999

*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*  
Comuter Sales Specialist 3/3/2009 to Present

- ♦ Managed sales promotional activities to promote sales to existing clients.
- ♦ Responsible for identifying and checking goods and services provided to customers
- ♦ Solved technical problems and customer complaints in regards with equipment supplied.
- ♦ Provided after sales support to customers.
- ♦ Provided customers with estimates on installation charges and charges for equipment maintenance and service
- ♦ Responsible for delivering sales product to the concerned customer
- ♦ Managed the tasks of creating and maintaining reports like technical administration reports, certifications and computer and equipment sales report
- ♦ Worked with commercial sales team to provide quotations and timelines

*GPL Computer Store* *New York*  
Computer Sales Representative 3/3/2007 to 3/3/2009

- ♦ 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.

<i>Education:</i>	<i>State University of New York</i> Bachelors Degree in Marketing	<i>New York</i> 2007
	<i>Sunny Dale High School</i> High School Diploma	<i>New York</i> 2003
<i>References:</i>	Available upon request	