

**John Smith**  
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**Objective:** Interested in a position as a copier sales representative for a leading copier distributor.

**Key Skills:**

- ◇ 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 copier and copier sales
- ◇ Able to effectively meet sales goals.

**Experience:**

3/3/2009 to Present	<b>GPL Copier &amp; Copier equipment distributors</b> <i>Copier Sales Representative</i>	<b>New York</b>
	<ul style="list-style-type: none"><li>◇ Visited business establishments to solicit business for copier equipment.</li><li>◇ Interviewed purchasing personnel and quoted prices.</li><li>◇ Explained technical phases such as type, model, technology for copiers.</li><li>◇ Contacted prospects, following leads submitted by management, established customers, and developed through other sources.</li><li>◇ Prepared sales promotional letters to be sent to prospective customers.</li><li>◇ Submitted formal bids on large orders of copier equipment.</li><li>◇ Responsible for designing sales presentations and promotion campaigns.</li><li>◇ Responsible development and management of new business accounts.</li><li>◇ Responsible for distribution cycle for copier equipment.</li><li>◇ Assisted in planning, managing and budget.</li></ul>	

<b>Education:</b>	<b>State University of New York</b> <i>Bachelors Degree in Marketing</i>	<b>New York</b> 2009
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**References:** Available upon request