

John Smith

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

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:

GPL Copier & Copier equipment distributors **New York**
Copier Sales Representative 3/3/2009 to Present

- Visited business establishments to solicit business for copier equipment.
- Interviewed purchasing personnel and quoted prices.
- Explained technical phases such as type, model, technology for copiers.
- Contacted prospects, following leads submitted by management, established customers, and developed through other sources.
- Prepared sales promotional letters to be sent to prospective customers.
- Submitted formal bids on large orders of copier equipment.
- Responsible for designing sales presentations and promotion campaigns.
- Responsible development and management of new business accounts.
- Responsible for distribution cycle for copier equipment.
- Assisted in planning, managing and budget.

Education:

State University of New York **New York**
Bachelors Degree in Marketing 2009

References: Available upon request