

John Smith

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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
High School Diploma

New York
2004

References: Available upon request