

John Smith

123 Elm Street ♦ New York
johnsmith@xyz.com

999-999-9999

Objective: Interested in the position of a Medical Equipment Sales Representative with a leading medical equipment company.

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 medical & pharmaceutical industry.
- ♦ Able to effectively meet sales goals.

Experience: *GPL Medical Equipment Suppliers* *New York*
Medical Equipment Sales Representative 3/3/2009 to Present

- ♦ Sold medical and dental equipment and supplies to doctors, dentists, hospitals, medical schools and retail establishments.
- ♦ Studied data describing new products to develop sales approach.
- ♦ Compiled data on equipment and supplies preferred by customers.
- ♦ Advised customers of equipment for given needs based on technical knowledge of products.
- ♦ Provided customers with advice in such areas as office layout, legal and insurance regulations, cost analysis and collection methods to develop goodwill and promote sales.
- ♦ Utilized knowledge of products sold.
- ♦ 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 and prepared sales contracts for orders obtained.
- ♦ Estimated date of delivery to customer, based on knowledge of own firm's production and delivery schedules.
- ♦ Prepared reports of business transactions and kept expense accounts.

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

References: Available upon request