

John Smith

123 Elm Street ♦ New York
johnsmith@abc.com

999-999-9999

Objective: Interested in a position as a printing sales representative for a leading printing firm.

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 printing equipment and printing sales
- ♦ Able to effectively meet sales goals.

Experience:

<i>GPL Printing Firm</i>	<i>New York</i>
Printing Sales Representative	3/3/2009 to Present

- ♦ Visited business establishments to solicit business for printing firm.
- ♦ Interviewed purchasing personnel and quoted prices.
- ♦ Explained technical phases such as type size and style, paper stock, binding materials and various methods of reproduction.
- ♦ 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 printed matter.
- ♦ Responsible for designing sales presentations and promotion campaigns.
- ♦ Responsible development and management of new business accounts.
- ♦ Responsible for printing management and distribution cycle.
- ♦ Assisted in planning, managing and budget.

Education:

<i>State University of New York</i>	<i>New York</i>
Bachelors Degree in Marketing	2009

References: Available upon request