## **Tracy Smith**

123 Elmwood Drive New York 999-999-9999 smithtracy@xyz.com

**Objective:** Interested in the post of an advertising sales representative with a

leading advertising and media 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.

• Able to effectively meet sales goals

**Experience:** WSS Media & Advertising New York

**Advertising Sales Representative** 

3/3/2007 to Present

Sold classified and display advertising space for publication.

 Prepared lists of prospects from leads in other papers and from old accounts.

 Obtained pertinent information concerning prospect's past and current advertising for use in sales presentations.

• Visited advertisers to point out advantages of own publication.

Exhibited prepared layouts with mats and copies with headings.

Collected payments due.

**Education:** State University of New York New York

Bachelors Degree inMarketing 2007

**References:** Available upon request