

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