

John Conrad

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Objective: Interested in the position of a telemarketer with a reputed sales corporation/firm.

Experience

Parker Sales Corporation

New York

Telemarketer

3/3/2008 to Present

- Obtained customer information such as name, address, and payment method, and entered orders into computers.
- Answered telephone calls from potential customers who had been solicited through advertisements.
- Telephoned and wrote letters to respond to correspondence from customers and to follow-up initial sales contacts.
- Obtained names and telephone numbers of potential customers from sources such as telephone directories, magazine reply cards, and lists purchased from other organizations.
- Conducted client and market surveys in order to obtain information about potential customers.
- Recorded names, addresses, purchases, and reactions of prospects contacted.
- Maintained records of contacts, accounts, and orders.
- Explained products and services and prices, and answered questions from customers.
- Delivered prepared sales talks, reading from scripts that described products and services, in order to persuade potential customers to purchase a product and service and to make a donation.
- Contacted businesses and private individuals by telephone in order to solicit sales for goods and services, and to request donations for charitable causes.
- Adjusted sales scripts to better target the needs and interests of specific individuals.
- Scheduled appointments for sales representatives to meet with prospective customers and for customers to attend sales presentations.

Education

State University of New York
Bachelors Degree in Marketing

New York
2008

References: Available upon request