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

Experience:

3/3/2008 **Parker Sales Corporation** **New York**
to Present *Telemarketer*

- ◇ 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** **New York**
Bachelors Degree in Marketing 2008

References: Available upon request