

John Smith

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Objective: Interested in the position of Computer Sales Representative with a leading Computer Dealership, where I can put to use my marketing & customer service skills to practice.

Summary of Qualification:

- ♦ 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 computer sales
- ♦ Able to effectively meet sales goals.

Experience: *GPL Computer Store* *New York*
Computer Sales Representative 3/3/2009 to Present

- ♦ Sold computers and electronic data processing systems to business and industrial establishments.
- ♦ Compiled lists of prospective customers for use as sales leads, based on information from newspapers, business directories and other sources.
- ♦ Traveled throughout assigned territory to call on regular and prospective customers and to solicit orders.
- ♦ Quoted prices and credit terms.
- ♦ Prepared sales contracts for orders obtained.
- ♦ Trained new hire sales representatives.
- ♦ Prepared reports of business transactions and kept expense accounts.
- ♦ Analyzed customer's needs and recommended computer systems that best met customer's requirements.
- ♦ Emphasized salable features, such as flexibility, cost, capacity and economy of operation.
- ♦ Consulted with staff engineers on highly technical problems.

Education: *State University of New York* *New York*
Bachelors Degree in Marketing 2008

Sunny Dale High School *New York*
High School Diploma 2004

References: Available upon request