

Sample Resume - SALES I

Elizabeth M. Johnson

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OBJECTIVE To secure a position as a sales representative for a company that produces educational materials or programs.

EDUCATION MARQUETTE UNIVERSITY, Milwaukee, WI
Bachelor of Arts Degree in English, May 20xx
Minor: Philosophy
GPA 3.0/4.0; GPA in Major 3.3/4.0

Languages: Intermediate Spanish, written and oral

Computer Skills: Windows, Microsoft Office

BUSINESS RELATED EXPERIENCE

Summers - WELLS BUSINESS PRODUCTS, INC., Milwaukee, WI
20xx-xx
Inside Sales Representative/Student Manager

- Handled all incoming orders by mail or phone; commended by supervisor for attention to detail and customer service skills
- Established new accounts through cold calling. Increased sales 2% above quota
- Utilized computerized billing for accounts
- Promoted to manage staff of six summer inside sales representatives the second summer with the company

Fall - USA BANK, Milwaukee, WI
20xx
Marketing Intern

- Designed marketing brochures
- Conducted research on selected investment banks

OTHER WORK EXPERIENCE

Part - time MARQUETTE MEMORIAL LIBRARY, Milwaukee, WI
20xx-20xx
Reference Assistant

AWARDS/ACTIVITIES

Dean's List, three years; Undergraduate Academic Scholarship
Reading Tutor, MPS; Religious Education Instructor (5 years)

REFERENCES AVAILABLE UPON REQUEST