Sample Resume – SALES II

John A. Martin

622 N 13th Street
Milwaukee, WI 53233
e-mail: john.martin@mu.edu
(414) 288-5576

OBJECTIVE To secure a position as a sales representative for a manufacturing firm.

STRENGTHS

- Self-assured, able to speak with wide range of audiences
- Responsible self-starter; motivator, problem solver
- Microsoft office – familiar with all programs

EDUCATION

MARQUETTE UNIVERSITY, Milwaukee, WI
Bachelor of Arts Degree in History, May 20xx
Minor: Business Administration
GPA 3.0/4.0; GPA in Major 3.3/4.0

Related Courses

Accounting	Marketing Research
Financial Management	Behavior and Organization

Languages: Intermediate Spanish

BUSINESS RELATED EXPERIENCE

Fall 20xx-Present — SMITH MANUFACTURING COMPANY, Milwaukee, WI
Inside Sales Intern

- Handle all incoming orders by mail or phone
- Establish new accounts, manage computerized billing
- Set up new client database using ACCESS
- Secured 15% increase in sales over previous intern for first two quarters.

Summer 20xx — CITY BANK, Milwaukee, WI
Research Assistant

- Followed stock market trends
- Conducted research on selected investment banks
- Assisted financial analyst team

OTHER WORK EXPERIENCE

Summer 20xx — CITY OF MILWAUKEE, WI
Tour Guide

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

AWARDS/ACTIVITIES

Dean's List, three semesters
Academic Scholarship, three years
Financial Management Association (Treasurer)

REFERENCES AVAILABLE UPON REQUEST