

SAMPLE STUDENT

Palatine, IL 60067

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SALES REPRESENTATIVE

Professional with strong interpersonal and communication skills and the ability to build relationships. Passionate about driving results in a fast-paced environment to increase revenue and growth of organization. Ability to adapt to any situation and provide exceptional service to customers to promote repeat business.

EDUCATION

Harper College, Palatine, IL

**Associate in Applied Science, Business Administration-
Customer Success and Sales**

Expected May 20xx

RELEVANT COURSEWORK

Financial Accounting

Global Business

Customer Service Skills

Business Law

Computer Information Systems

Professional Selling

Salesforce

Social Commerce and Sales

INTERNSHIP

Johnson & Johnson, Chicago, IL

May 20xx to Present

- Assist in developing and implementing sales strategies to achieve target goals
- Conduct market research to identify potential leads of new customers to increase sales
- Collaborate with sales team to follow up with leads or prospective clients to build clientele
- Use Salesforce software to track sales activities, manage client data, and generate reports

RELATED EXPERIENCE

JP Morgan Chase Bank, Palatine, IL

Client Assistant/Teller

August 20xx to May 20xx

- Provided positive customer banking experiences by answering questions and handling financial transactions efficiently and accurately
- Interacted with customers to educate them about financial services offered by Chase and introduced them to branch bankers and team members
- Examined checks for endorsements and verified information such as dates, bank names, identification of persons receiving payments, and legality of documents

SKILLS

Microsoft Office: Outlook, Word, Excel, Access, and PowerPoint

Case Management Software: Salesforce

Google Analytics

ACTIVITIES

Harper College, Palatine, IL

Business Club | Secretary

Phi Theta Kappa | Member

August 20xx to Present

January 20xx to Present