**SAMPLE STUDENT**

Palatine, IL 60067

847.555.1212

[samplestudent@gmail.com](mailto:samplestudent@gmail.com)

[www.linkedin.com/in/samplestudent](http://www.linkedin.com/in/samplestudent)

**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 Computer Information Systems

Global Business Professional Selling

Customer Service Skills Salesforce

Business Law 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 August 20xx to Present

Phi Theta Kappa | Member January 20xx to Present