

SAMPLE NON-MEDICAL RESUME

Professional Experience:

*MCS/Canon
New York, NY*

*Senior Sales Representative
June 1991 - present*

Duties:

Responsible for sales of copier products to high volume accounts in Midtown Manhattan territory. Increase new customer base and maintain present customer base.

Accomplishments:

- *Set sales achievement records by accomplishing 100% of quota for the 1994 year in the first quarter.*
- *Finished 1994 at #4 out of 162 Representatives.*
- *Finished 1994 at 208% of quota. Objective 300,000 reached at 647,000.*
- *President Club level II winner 1994, by achieving over 150% of quota for entire year.*
- *Sales Representative of the month, February 1994.*
- *Performed as #1 Sales Representative out of 162 for nine consecutive months.*
- *Awarded "Key to Success" bonus for three consecutive quarter over 125% of quota per quarter.*
- *Winner of Marco Island Trip for top performance in quarter.*
- *Named Intern Manager for one week, while existing manager was on vacation.*
- *Increased sales of territory by 95%.*
- *Winner of Spain trip for top performer of 1994.*

Sales Representative

9/92 - 1/94

- *Responsible for sales of copier products to mid-volume accounts to Upper West Side.*
- *Presidents Club level I winner 1993, by achieving over 100% of quota for entire year.*
- *Awarded "Key to Success" bonus for 2 consecutive quarters over 125% of quota per quarter.*
- *Winner of Puerto Rico trip for top performance in quarter.*
- *Finished 1993 at 110% of quota. Objective 240,000; reached 255,000.*

Sales Associate

6/91 - 8/92

- *Responsible for low end copier sales for the Upper East Side of Manhattan.*
- *Promoted within three months to full line copiers.*
- *Awarded "Key to Success" bonus for two consecutive quarters over 125% of quota per quarter.*
- *Winner of St. Thomas trip for top performance of quarter.*

Education:

*Trenton State College
Trenton, New Jersey*

*BA Political Science
December 1991*

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CAREER OBJECTIVE

To obtain a position as a sales consultant with the opportunity for promotion to sales management

WORK EXPERIENCE

XEROX CORPORATION, Princeton, NJ 7/90-Present

Printing Consultant 1/94-Present

Tasked with conveying Xerox Corporate Direction to commercial printing industry. Responsible for marketing full line of Xerox products while maintaining existing machine population

- **118% of plan**, 1st half 1995.
- **Top 5% of NJ Sales Force**, 1st half 1995.
- **118% of plan**, 1st quarter 1995.
- **112% of plan**, 1994.
- 100% Customer retention 1994.
- **1994 Xerox Productivity presentation award winner** resulting in \$1,000 bonus.

Account Marketing Executive 1/92-12/93

Responsible for implementing proper time and territory management techniques to maintain customer base of 125 accounts.

- **173% of plan**, 1993.
- **156% of plan**, 1992.
- **#1 out of 14 Sales Executives** 1st half 1993.
- **#3 out of 14 Sales Executives** 2nd half 1993.
- **#2 out of 15 Sales Executives** 2nd half 1992.

Territory Marketing Representative 7/90-12/91

Responsible for expanding Xerox market share while maintaining high levels of customer satisfaction in existing customer base.

- **1991 "Rookie of the Year."**
- **#1 out of 12 Marketing Representatives** 1991.
- **#1 out of 12 Marketing Representatives** 3rd Quarter 1991.
- **#2 out of 12 Marketing Representatives** 4th Quarter 1991.
- **Par club award winner**, 135% of plan.

EDUCATION

Bachelor of Arts, May 1990

Penn State College, Pennsylvania

RELEVANT TRAINING

Successfully completed all required training at Xerox International Center for Training and Management Development, Leesburg, VA.

- "Leadership Through Quality"
- "Effective Negotiating Techniques"
- "Profit Through Productivity"
- "Advance Sales Training/Territory Management"
- "Customer Focused Selling"

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OBJECTIVE

Dynamic, energetic, and ambitious sales professional seeks challenging opportunity in a well-established, growing company in the pharmaceutical industry.

WORK EXPERIENCE

The Fitness Company, Morristown, NJ

Sales Representative, 3/96 - Present

Main responsibilities include increasing and maintaining corporate accounts and new clients, and implementing sales training and motivation to Northeast region.

Accomplishments

- **Awarded "Sales Rookie of the Year" - 1996.**
- **Increased outside corporate accounts 20%** through establishing and maintaining relationships with current and new corporate accounts, cold calling, corporate presentations, health fairs, and community events.
- **Directly increased annual revenue 11%** from year-end 1995 to year-to-date 1998.
- Promoted to Sales Director within one year due to outstanding sales performance.
- Successfully reached 100% of sales goal for 1996.
- Successfully achieved 110% of sales goal for 1997.
- On track to exceed 115% of sales goal for 1998.
- Increased personal closing ratio to 75% percent, 10% over The Fitness Company standard of 65%.
- Appointed to Area Sales Coordinator by National Sales Director to assist in sales training due to my sales achievements.

EDUCATION

Bachelor of Science, Exercise Physiology, 1996, 3.1 GPA
Rutgers University, New Brunswick, NJ

INTERESTS

Fitness and competitive activities, writing, fashion, and entertainment.

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EXPERIENCE:

9/90 - Present

LETRASET, NIELSEN & BAINBRIDGE INC., Paramus, NJ
Position: Graphic Design Sales Representative
Responsible for the sale and training of graphic design and framing products in the major advertising agencies and art galleries in the Northeast, USA territory.

SALES:

ACCOMPLISHMENTS

- The first dual representative in the company.
- Responsible for managing the major markets: New York City, Boston, Philadelphia, and D.C.
- **Increased sales** of the Omnicrom system by **150%** in 1990-91.
- **Increased sales** of the Dynamark system by **70%** in 1991.
- **Increased new account business** from 2,500 to 4,800 from year 1990-1993.
- **Achieved over 110% of quota** in all quarters.
- Imaging System Sales Trainer, responsible for the training of distributor representatives, 1992.

8/88 - 9/90

Position: Detail Sales Representative (PROMOTED TO ABOVE)
Responsible for the sale of framing and mat board products in the major art galleries in the New York, New Jersey, and Philadelphia areas.

- Responsible for the presentation and support of new products to over 2,000 art galleries.
- Acquired diversified skills which included a strong customer base through telemarketing, direct mailing, and prospecting.

EDUCATION:

University of West Virginia, Charleston, West Virginia
Bachelor of Arts in Liberal Arts, June 1988.

ACCOMPLISHMENTS

- Dean's list student, 1986-1988.
- All-American Baseball Athlete and Captain, 1986-1988.
- Resident Advisor of Cobb Hall, 1988.