**Sales Job Resume Template**

**Kelly Swinson**

144, Newark 68 Street,

Miami, Fl

(123) 456 -5890

**xxxxx@gmail.com**

**Professional Forte:**

* Excellent negotiating skills.
* Abundant sales experience.
* Skilled in computer and other software applications.
* Excellent analytical skills and a good team player.
* Proficient in multitasking.

**Professional Experience**

**Sean Mills Co.**

**2000 till date**

Sales Representative

Key Responsibilities:

* Major tasks included sales and promotions of products.
* Price negotiations with clients and other customers.
* Responsible for handling customer’s queries.
* Responsible for generating and analyzing monthly reports.

**Phone Sales and Sales Co.** 1999- 2000

Sales Representative

Key Responsibilities:

* Major tasks included sales and promotions of products.
* Price negotiations with clients and other customers.
* Responsible for handling customer’s queries.
* Responsible for generating and analyzing monthly reports.

**Educational Qualification:**

* Bachelor’s degree in Arts, University of Florida.

**Languages known:**

* Fluent in English
* Latin

**Other Interests:**

* Carry out study to understand the display strategy of products in stores.

**Significant Achievement:**

Won best sales representative award for performing exceptionally well.