

## LEAH NORTHRUP

310 Dearborn Street — Chicago, IL 55555

999-555-1212—promoter@email.com

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### SALES REPRESENTATIVE

#### QUALIFICATIONS

- ◆ Highly competitive, self-starter who is organized, disciplined, and goal-oriented.
- ◆ Excellent communication skills demonstrated by ability to work with people of diverse backgrounds. Listen to determine needs of customers before offering a solution. Quickly establish rapport with clients.
- ◆ Experienced in providing written and oral presentations. Resourceful and committed. Versatile and adaptable.
- ◆ Welcome the challenge of solving problems.

#### EDUCATION

Western Illinois University,  
Macomb, Illinois, 1997  
Bachelor of Science Degree  
in Recreation, Parks and  
Tourism Administration

Women's Division I Tennis  
Team

Computer Experience:  
WordPerfect; Word; Internet

#### RELATED EXPERIENCE

Happy College, Chicago, IL,  
2000-Present

##### **Admissions Counselor and Recruiter**

Handle 14-state territory  
selling high school guidance  
counselors, prospective  
students, and parents on the  
benefits of obtaining an  
education at Happy College.  
Quickly learned how to  
promote wide variety of  
product offerings utilizing  
consultative sales approach.  
Attend college fairs. Organize  
and host regional receptions.  
Devised follow-up system to  
keep track of students for  
follow-up. Report quarterly to  
President of College and  
Board of Trustees advising  
on enrollment and  
improvements in recruiting  
methods.

In less than one academic  
year:

- ◆ Contacted 42% more  
students than  
predecessor by  
aggressively penetrating  
market.
- ◆ Attended 14% more  
college fairs than  
predecessor.
- ◆ Brought in 32% more  
applications for  
admission.

#### OTHER EXPERIENCE

State of Illinois, 1997-2000

**Promoted** three times in  
three years.

Illinois Department of Public  
Aid-Child Support  
Enforcement

**Paternity Establishment  
Liaison**, Chicago, Illinois,  
1999-2000

Expedited high priority  
referrals. Interviewed clients  
to discuss problems and  
arrive at equitable solutions.

- ◆ Selected to participate in  
Outreach Program, due to  
knowledge of subject and  
ability to make  
presentations
- ◆ Achieved highest pledges  
and collections for 1999  
National Child Support  
Enforcement Association  
fund-raising drive.

Other State Positions Held:

**Client Service  
Administrator**, 1998-1999

Governor's Legislative Office  
**Assistant to Director of  
Legislative Affairs**, 1997-  
1998