

**Richard Anderson,**  
1234, West 67 Street,  
Carlisle, MA 01741,  
(123)-456 7890 **OBJECTIVE:**

Exceptionally skilled automobile sales professional with the great ability of convincing customer, looking for a challenging role in the field of automobile sales.

**SKILLS:**

- Exceptionally good convincing power with excellent communication and interpersonal skills
- In-depth knowledge of automobiles and their terminology
- Profound ability to negotiate and handle customer request
- Strong ability to work under pressure and time constraints
- Great ability of presentation and dealing with the customers
- Strong knowledge of latest tends and technologies in automobile market

**WORK EXPERIENCE:**

**G&D, Ravenna, Ohio**  
**Sales Manager, 2005-present**

- Responsible for hiring, managing and training individual sales person
- Communicate daily with the assistant sales manager regarding units need
- Give monthly and annual objectives and goals gross, key and sales
- Schedule the activities for all departments, ensuring proper staff
- Develop and implement new strategies to increase sales of the store
- Resolve customer queries and problems.

**Horda, Tiffin, Ohio**

**Assistant Sales Manager, 2002-2005**

- Responsible for attending sales meeting
- Responsible for demonstration of cars such as test drives etc
- Explains the operating features, warranties, paper work of car to the customer
- Understood the requirements of the customer and demonstrate car according their convenience
- Deals with the customer queries and problems and troubleshoot them

**EDUCATION:**

**Toleda University, Ohio**  
**Bachelor of Arts in marketing and sales**

**Ohio University, Ohio**  
**MBA**