

## LEAH NORTHRUP

310 Dearborn Street — Chicago, IL 55555  
999-555-1212— promoter@email.com

### 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