To Whom It May Concern:

I have 15 year of phone sales experience and business development in my home office.

I am writing to present my credentials for the position of Account Manager, a position for which I am exceptionally well-qualified. I am confident that you will quickly realize my ability to make major contributions to your company in its’ sales efforts upon reviewing the enclosed resume.

As my resume will attest, I have established an excellent reputation for sales and sale management. Examples of my accomplishments in this area are:

Increased its sales and new business by 50% at M&M Bank

Decreased delinquency by 20% while a member of Beneficial Finance Company

20 years in appointment setting call center manager and telemarketing.

I work with financial planners every business B2B appointment setting and telemarketing.

That why I am good for this position experience is the key getting passed the gatekeeper

My experience with administrative procedures, such as coordination of people and resources, planning, and resource allocation along with my knowledge of clerical procedures, such as word processing, managing files and records, designing forms, and other office procedures and terminology is equally noteworthy. Computer literacy in Microsoft Word, Excel and Outlook Express.

In addition to the aforementioned experience, I also have proficiency in internet sales with Yellowbook.com and credit/debit card processing.

I look forward to hearing from you.

Thank you for your consideration.

Sincerely,

Paul Dillingham

Enclosure

**Paul Dillingham**

2131 Sidneywood Rd., Dayton, OH 45449

[(937) 866.1085](tel:%28937%29%20866.1085) [pdillingham@woh.rr.com](mailto:pdillingham@woh.rr.com)

**Experience:**

Sales Roads Business Development – Consultant Appointment setting Telemarketing

Jan 2013 to Present Solar Home Improvement Financial Real Estate all Categories

Payroll Services, Insurance, Merchant Services, Fortune 500 Company

**CPR Medical –** Recruiter

Jan 2011 to Jan 2013

**The Berry Company Yellow Pages .com** – Account Executive SEO Sales

Jan 2007 to Jan 2011

**Omega Processing** - Regional Manager Outside Sales

Jan 2000 to Jan 2006 Merchant Cash Advance Loans

**Heartland Mortgage Company** - Product Manager

Jan 1995 to Jan 2000

**Bank of America** - Consumer Lending (Asst. Manager)

Jan 1992 to Jan 1995

**M&M Bank -** Account Executive

Jan 1990 to Jan 1992

**Beneficial Finance Company** - Loan Officer

Jan 1987 to Jan 1990

**Bank One** - Account Adjuster

Jan 1985 to Jan 1987

**Education:**

Sinclair Community College Dayton, OH

*Financial Management, A.A.S. May 1983*

**Accreditations:**

Cost Containment Specialists Business Development

Notary Public (State of Ohio)

Ohio Department of Insurance (Life, Variable Life, Accident and Health

10 years advertising sales Ad sales print and internet.

15 years appointment setting experience and travel sales experience

Advertising sales for local great deals coupon

Business development Bank certified small business loans factoring.