

## **SAMPLE RESUME FOR A SALES & SERVICE REPRESENTATIVE - RESIDENTIAL POSITION**

The highlighted areas are skills or abilities that would be attractive to a recruiter looking to fill a Sales & Service Representative position.

**Joe Harris**  
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### **EXPERIENCE**

6/08– present

#### **Sales Professional**

Used sales process to pull customers in and sell them AT&T products, rate plans and extras. Lots of **customer service** and finding solutions to otherwise impossible issues. This job was more **commission based** than anything else, we were trained to hit personal **quotas**, district quotas, as well as store quotas. Teamwork was essential to obtain our quotas. Other duties included opening/closing different stores, cash drops, being responsible for thousands of dollars worth of **inventory**, access to customers accounts and personal information, setting accounts up and building phones. Was rated as number one store in company for customer service as well as being in top ten rankings for phone sales since October.

7/05 – 4/08

#### **Assistant Manager**

Open/closed store. Kept order of the store by; cleaning, ordering supplies, dropping cash and going to make change, cooking, taking **orders**. . . etc. This position was more about looking around seeing what needed to be done and just completing the task. I left this position because I had an opportunity to work for another company and potentially make more money.

### **EDUCATION**

1 year of Nursing School

### **SKILLS**

Leading a Team

**Spanish**