

### Sales Associate Resume Sample

When creating a [sales](#) associate resume sample, it's important to create a professional resume and give the hiring manager a glimpse of your sales goals, work experience, and track record. Your skills must meet the job description. Include bullet points about your skills which you think are relevant to the position you're applying for—such as customer service, sales associate job, or retail sales associate. Include scenarios that highlight how well you assist customers.

Your resume template's experience section must include proof that you have exceeded sales. Writing a [cover letter](#) is also a good way to introduce yourself as a dedicated sales professional and a leader to your team members.

Browse the resume example below.

#### **JESSE KENDALL**

123 Elm Street, Miami, FL 33183  
(305) 555-5555, [jkendall@notmail.com](mailto:jkendall@notmail.com)

#### **RETAIL SALES ASSOCIATE**

Expert retail selling professional offering exceptional results across several markets. Focused on exceeding store

standards, sales goals, and client expectations.

### **RETAIL SALES EXCELLENCE**

ABC ELECTRONICS, Miami, FL | 20xx – 20xx

#### **Senior Sales Associate, Computer Department**

Analyzed sales reports and district goals to develop new business; collaborated with the store manager to create strategies to increase sales and maximize profit. Supervised sales team and ensured sales floor was properly staffed. Provided exceptional customer service to clients; investigated and resolved customer issues in a timely manner.

- Successfully turned around a failing Car Audio Department from second to worst to top three in the district.
- Improved sales and employee morale by developing highly competitive and challenging sales contests.
- Recognized for ability to consistently achieve and exceed established sales objectives and quotas.
- Demonstrated proficiency and in-depth technical knowledge of all products offered.
- Quickly promoted from part-time to full-time and to senior position of increased responsibility within a few months of hire.

BCD ELECTRONICS, Miami, FL | 20xx – 20xx

#### **Sales Associate**

Provided critical solutions to clients with technology and electronics issues. Promoted products, processed credit applications, and furnished exceptional customer service.

- Led the operation in wireless sales.
- Developed and implemented a regular team builder exercise.

CDE IMPORTS, Miami, FL | 20xx – 20xx

### **Sales Associate**

Assisted customers and maintained visual merchandising for a specialty retailer of decorative home furnishings and gifts. Processed customer transactions and maintained cash drawer. Assisted with stock maintenance and periodic inventory counts. Skillfully merchandised products and processed sales transactions. Opened and closed the store.

- Ensured the storefront looked presentable, compelling, and aesthetically pleasing to customers.

EFG ARTS AND CRAFTS, Miami, FL | 20xx – 20xx

### **Sales Associate**

Greeted customers and assisted with purchases for the largest arts and crafts specialty retailer in the United States. Generated sales through optimized visual merchandising, inventory availability, and personalized assistance. Maintained inventory control and merchandise stocking. Assisted customers with their purchases and special orders.

### **EDUCATION**

Diploma, XYZ High School, Miami, FL