**Objective**: To obtain the position of Sales Manager at Prime Memory Solution

**Education**: AA degree in Business, Associative Arts, and General Studies, from Truckee Meadows Community College in May 2009

College of Business student at University of Nevada Reno from January 2010 to current.

**Experience:** May 2009- Present Fitness Connection Sparks, NV

Assistant Fitness Director

* Work in a small group of trainers and sales people everyday
* Giving physical workouts that progress customers health
* Sell personal training in person and over the phone

 January 2005 - March 2009 Winkel Motors Reno, NV

 Worked as a valet, shuttle driver, parts runner, and personal assistant

* Ran errands and made phone calls to maintain customer relations
* Learned computer systems for daily routines and payroll
* Had the responsibility of opening and closing the entire dealership

July 2004 - January 2005 City of Reno, Sierra Kids Reno, NV

Assistant Supervisor for a before and after school program

* Communicated with parents and children
* Reliable for roughly 40 children a day
* Worked as part of a team and managed four employees

February 2004 -July 2004 Quiznos Sparks, NV

Food prep, sandwich maker, and cashier

**Coursework**: Communications 301- Learned how to prepare speeches and presentations. Gave presentations and speeches in a business environment.

Management 321- Learned effective business writing including how to write memos, letters, e-mails, presentations, and reports.

March 29, 2011

PRIME Memorysolution Inc.

4600 Kietzke Lane

Suite H- 182

Reno, NV 89502-USA

Dear Mr. Volker Huber,

Subject: Sales Manager Position

I am applying for the sales management position you advertised on the third floor of the Ansari Business building at UNR. I think that my experience in sales and education in the business field make me a perfect candidate for your vacant position. I have good typing and communication skills.

One of my best assets is team work. I have excelled in youth leadership groups and worked with a team in every job I have ever held. I am very ambitious and have earned a raise, or have been offered a promotion, within three months of working at every job I have had.

I have taken three information system classes and learned how to use technology effectively and efficiently. I had a summer internship for two years at On Call Graphics here in Reno where I learned how to use most Mac applications, Adobe illustrator, website creation, and how to use scanners.

I would love an opportunity to talk with you about the position. I can be reached by

phone (775) 722-2563, or by email glenndawson@me.com. I am very excited about your company and what it has to offer. Thank you for your time and consideration, enclosed is my résumé and page of references.

Sincerely,

Glenn Dawson

Enclosure

**References**:

* + Brandon Stracker, Personal Training Manager of Gold’s Gym, (775) 232-6295
	+ Greg Overby, Service Manager of Winkel Motors, (775) 690-9565
	+ Scott Huffman, Asst. Manager of Winkel Motors, (775) 329-0831