

About the Organization

Use this section to tell candidates a little about your company, mission, and values. Set the stage for why the best talent would want to work at your organization.

FOR EXAMPLE

“At X Company, we are passionate about helping customers find the best solutions. We have a thoughtful, customer-centric culture, offer competitive salaries and benefits, and are looking to find our next top sales associate to join our team.”

About the Sales Associate

This section should describe the regular duties of the sales position.

FOR EXAMPLE

“A sales associate works to foster an excellent customer experience and generate more sales. It is a customer-facing role that requires communication skills and the ability to handle difficult situations. Sales associates develop rapport with customers and help them navigate our products and services to find the best solution for their business needs.”

Core Responsibilities of the Sales Associate

This section should list the main responsibilities of the sales position, preferably in bullets.

FOR EXAMPLE

- Guiding customers through the buying experience with excellent customer service, both before and after each sale
- Helping customers determine their needs and answering any questions with superior product knowledge
- Obtaining referrals from satisfied customers
- Upselling new products to existing customers and generating new prospects
- Attending all company training and professional development opportunities

Sales Associate Required Skills & Qualifications

This section should inform the candidate if they have the required skills and experience to apply for the position. List your expectations in bullets and be as specific as possible on your “must-haves” to limit the number of applications you’ll have to review.

FOR EXAMPLE

Requirements

- Four-year degree in sales or business (advanced experience may be substituted for a degree)
- At least one year of experience in a sales environment
- Self-motivated
- Knowledge of CRMs and how to use them
- Willingness to learn new strategies and skills
- Excellent communication skills

Salary Expectations (optional)

Some companies choose to make salary expectations public and some prefer to save that conversation for the interview. It’s up to you, but generally candidates appreciate knowing what to expect and you’ll get more appropriate applications if candidates know the salary range fits their expectations.

FOR EXAMPLE

“A sales associate can expect to make \$40,000 to \$50,000 as a starting salary, with the opportunity for bonuses and commissions. Our packages also include medical, dental, and vision insurance.”

How to Apply

Send a cover letter and resume to <email> to be considered for this position. If we feel there is a potential fit, we will be in touch with you soon to schedule an interview.