

# Chronological CV

# Matthew Kent

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## Personal Information

- Nationality: British
- Age: 22yrs

## Personal Profile

I graduated in 2004 from Manchester University with a BA in Business and am looking for a challenging career in sales and have 6 months telesales experience within the telecommunications industry. I am an enthusiastic and driven individual who is keen to succeed within a sales position.

## Professional Experience

**8/8/2004 – Present**

### Telesales, Telewest Broadband

Commercial sales role to win new business through cold calling. Work towards targets. Developed oral communication skills and underwent sales training.

**12/7/02 – 31/08/2003**

### Business Development Executive, Carter Media – Internship

Business to Business sales of advertising, account handling. Worked towards targets.

## Education

**2000 – 2004**

University of Manchester  
BA Business: 2.1  
Subjects: Economics, Marketing, Human Resources, Distribution and Logistic, Accounting and Management.

**1994 – 2002**

Bishop Vesey, Birmingham  
A levels: German (B), Business (B),  
Mathematics (B)  
9 GCSEs: (A-C) inc. Maths and English

**Skills profile**

- **Tenacity:**  
Working towards targets during my placement year the role involved a lot of cold calling and rejection which I learnt from and developed the drive to win business.
- **Empathy:**  
During my time at Telewest I have learnt to identify the needs of the customers and listen to their requirements. I am then able to create a package that matches their needs and thus results in more sales.
- **Enthusiasm:**  
I am very hard working and enjoy a challenging role. I am confident in my ability but am always looking to develop myself further to be as effective as I can
- **IT skills:**  
Proficient in IT, including use of the internet for research, e-mail, Word, Excel, Access and Powerpoint.

**Interests and Activities**

I enjoy a range of sporting activities including tennis, football and hockey. I take part in various teams and have represented my university for 3 years in the Hockey Team. I am a competitive person I try to succeed in everything I do.

I enjoy learning new skills and am currently taking guitar lessons to improve my musical ability. Socialising with friends and colleagues is important to me and I enjoy meeting new people.

**Reference**

Available on request

*January 2005*