

Application Worksheet

Before you submit a resume and/or cover letter, take a closer look at the position and the company.

This worksheet will assist you in developing a better understanding of the 'road map' supplied for you-
the position description!

Company: SAS

Position: Sales Academy Associate Account Executive

Company's mission statement-three major concepts:

(If there is no mission statement, research the company to determine three major features)

1. Works with a wide range of diverse companies-worldwide
2. Business analytics, Analytics U, Visual Statistics software
3. The SAS Sales Academy is a 6 month sales training program

Position-Major Responsibilities (up to five/ use keywords):

- | | | |
|----|--|--------------------------------------|
| 1. | <u>identifying customer's business needs/articulating how SAS' solutions can address those needs for prospective and current accounts</u> | I can...
<input type="checkbox"/> |
| 2. | <u>Creating and uncovering sales opportunities</u> | <input type="checkbox"/> |
| 3. | <u>Researching marketing goals and objectives, SAS applications, supported hardware platforms, marketing and business trends, and industry knowledge</u> | <input type="checkbox"/> |
| 4. | <u>Implementing aspects of territory and account management and development including qualifying, forecasting, and pipeline management of sales opportunities within your account/territory.</u> | <input type="checkbox"/> |
| 5. | <u>Closing software sales and achieving assigned software revenue targets</u> | <input type="checkbox"/> |

Position-Qualifications (up to five/ use keywords):

- | | | |
|----|---|---------------------------------------|
| 1. | <u>•Bachelor's degree, preferably in Sales, Business, Management Information Systems, Marketing, or related field</u> | I have...
<input type="checkbox"/> |
| 2. | <u>•Internship experience or academic projects in sales, marketing, or information systems</u> | <input type="checkbox"/> |
| 3. | <u>•Candidates must be willing to relocate anywhere in the United States following training in Cary, NC.
•Ability to travel as business needs dictate.</u> | <input type="checkbox"/> |
| 4. | <u>•Excellent communication, analytical, problem solving and interpersonal skills; work and learn independently and as part of a team; Skilled in presenting and demonstrating; •Self-motivated and able to work under pressure</u> | <input type="checkbox"/> |
| 5. | <u>3.0; •Entry level knowledge of sales techniques; Public speaking experience such as presenting papers.</u> | <input type="checkbox"/> |

Misc. Resumes may be considered in the order they are received.

Now you are ready to create a corresponding resume and cover letter!