

Business Communication Skills

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In the field of Automotive Dealership, where competition exists in its most stringent form, customer relations play an important role in the buying processes that are involved in any transaction. The customer's buying decisions are finally reached during this phase, making the importance of business communication skills as one of the prime fundamentals in securing successful sales. Thus, with this in mind, it is definitely necessary to evaluate one's strengths and weaknesses, as this may hold the key to further advance one's contributions to his work group.

Fortunately, I have been blessed with an innate talent in being an articulate communicator. As such, I have the ability to clearly explain the minutest technical details, such as the engine displacement, of a given car model to even the most technically-handicapped customers. Likewise, I possess a desirable skill in written communication. Perhaps this maybe evidenced by the papers that I have done, whether is may be a congratulatory note to a recent buyer, or in corporate communications, which is mostly internal, that I have often been tasked to perform by my higher-ups. In most cases, these papers were dully-recognized and appreciated, giving me a sense of content in my professional endeavors.

Nonetheless, my innate skills are still wanting in some aspects, given the corporate environment of my profession. In most certainty, communications that require complex graphs and charts have proven to be a weakness, as admittedly, I find myself lacking of computer application skills that are likewise necessary in my profession. Also, my skills in corporate communications that require digital 3-D imagery that are usually utilized for presentations purposes, either to my superiors or to the guests that frequent the dealership, are exceedingly wanting. In most certainty, by improving on these weaknesses, I will have added possibilities of conveying all of my dynamic ideas in the most precise manner.