

JOHN DOE
123 Main Street
Anywhere, US 00000
(000) 000-0000

CURRENT JOB OBJECTIVE: Entry position with a computer manufacturer
LONG TERM GOAL: Position in advertising, sales and marketing of computer products

SUMMARY

- * Energetic, hard working, willing to learn and accept constructive criticism
- * Strong motivation for advancing in a career
- * Enjoy contributing to a team effort and creating a good working environment
- * Basic understanding of the Macintosh computer

RELEVANT SKILLS & EXPERIENCE

Maintenance Skills

Carpenter's assistant:

- painted interior walls
- measured and cut lumber
- helped with framing
- operated power tools (saws, drills, sanders)

Basic home maintenance:

- rewired lamps
- repaired plumbing and appliances
- built shelves

Completed classes in:

- electronics (built a TV scrambler from a circuit board)
- architectural drafting
- basic carpentry

Support Skills

- assisted in inventory control and priced merchandise
- placed and organized stock on shelves
- computed and handled money at cash register
- answered phones and directed customers as needed

TRAINING

Accomplishments:

- completed class in Marketing:
- invented unique products
- developed simulated marketing strategies

Computer Familiarity:

- Macintosh
- MacWrite
- MacPaint

Education:

- Graduated Woods High School. Woods, CA

WORK HISTORY:

Stock Clerk/Cashier	Robert's Market	Woods, CA
Valet Parking Asst.	Menlo Country Club	Woods, CA
Carpenter's Helper, Waiter, Busboy, Stockman	(short-term jobs while in school)	Woods, CA