

Sarah Jones

1310 Rock Ledge Street
Hamlet, Large State 41112
454- 555- 5555

(Leave adequate margins on all sides)

OBJECTIVE (*Objective statement should address the position applied for*)

Receptionist position using my customer service, administrative, and communication skills

EDUCATION (*Bold capital letters emphasize major headings*)

Large State Community College
A. A. in Liberal Arts, expected May 2000
G. P. A.: 3.6/ 4.0

Hamlet High School
Diploma, May 1997
G. P. A.: 3.3/ 4.0

EXPERIENCE (*Begin statements with action verbs*)

Customer Service (Identify major skills required for the position)

- Selected for the express lane while working as a cashier
- Directed customers to product locations
- Served restaurant patrons and responded quickly to requests
- Handled food substitutions and special requests efficiently

Administration

- Recorded meeting notes and maintained membership roster for College Outdoors Club
- Calculated restaurant customers' bills accurately
- Type 60 words per minute

Communication

- Explained menu items to customers
- Relayed special requests to chef

- Received A's in speech and composition classes (Include specific achievements)

Computer Applications

WordPerfect, Word, Windows 98

WORK HISTORY (*Brief work history goes at the end*)

Table Server, Good Food Restaurant, Hamlet, Large State, 1999

Cashier, Blue Skies Chain Store, Hamlet, Large State, 1997- 1998

References available upon request