

# John Q. Public

55 Street Address  
Yourtown, STATE 55555  
(555) 555-5555

## Objective

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A role in the field of public relations or business management that will utilize my business skills.

## Education

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**Bless University School of Business, Yourtown, STATE**  
Candidate, MBA in Marketing, GPA 3.5/4.0, December 1994

**Catatonic State College, Yourtown, STATE**  
BA in History, GPA 3.2/4.0, June 1990

## Work Experience

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**May 1989 - June 1991**

**Warehouse Manager**, Dansing Disk Corporation, Yourtown, STATE

- Managed shipping, delivery, and general material handling.
- Supervised 35-50 full and part-time personnel.
- Developed and implemented reporting systems for daily operations that increased productivity by 40%.

**May 1988-April 1989**

**Marketing Assistant**, Owta, Incorporated, Yourtown, STATE

- Generated over 30 new clients.
- Maintained accounts with over 60 existing clients.
- Compiled statistical reports for presentation at monthly board meetings.

**April 1986-April 1988**

**Sales Associate**, McSplatter's Restaurant, Yourtown, STATE

- Supervised and scheduled a staff of 20 food-service associates.
- Designed and implemented employee incentive program, resulting in recognition from national headquarters.

## References

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Furnished upon request.

# RESUME-03

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The current headings are Objective, Education, Work Experience, Special Skills, and References. Of course, you may personalize these with such headings as Personal Data, Hobbies and Interests, Awards and Honors, etc.

Also included in this archive is an envelope template. Instructions are included on the template.

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