

# 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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**Dansing Disk Corporation, Yourtown, STATE**  
**Warehouse Manager** 5/89 - 8/91

- Managed shipping, receiving, 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%.

**Owta, Incorporated, Yourtown, STATE**  
**Marketing Assistant** 5/88-4/89

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

## Special Skills

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**Language:** Fluent in French and Spanish.

**Computer:** WordPerfect, Lotus 1-2-3, Lotus Notes.

Executive Presentations, Report Writing, Group Facilitation.

## References

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Furnished upon request.

# RESUME-04

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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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