

# John Q. Public

55 Street Address

Yourtown, STATE 55555

(555) 555-5555

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## Experience

1989-1991 - **Warehouse Manager, Dansing Disk Corporation, Yourtown, STATE**, 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%.

1988-1989 - **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.

1986-1988 - **Sales Associate, McSplatter's Restaurant, Yourtown, STATE**, Supervised and scheduled a staff of 20 food-service associates. Designed and implemented "Bobbing for Beef" employee incentive program, resulting in recognition from national headquarters. Increased store profitability through focused marketing campaigns.

## Education

### **Masters of Business Administration**

Bless University, Yourtown, STATE, 1989

### **Bachelor of Arts in History**

Catatonic State College, Yourtown, STATE, 1985

## References

Fred Upton, Personnel Department  
McSplatter's Restaurant  
Yourtown, STATE 55555

Jean Lopez, Communications Department  
Bless University  
Yourtown, STATE 55555

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# RESUME-05

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This archive contains twelve professionally designed resumé templates. The templates are for use with PageMaker 5.0 for the Macintosh.

To use these templates, simply highlight the text you wish to change and type in the new text. You should also change the font and styles to suit your particular application. After changing the text, you may find that the formatting is altered. Anyone with basic knowledge of PageMaker should be able to fix any unsightly alterations.

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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