

## Part-Time

**SARAH SUE STEELE**

**SALES CLERK**

345 Johnston Road  
5678  
Burlington, Vermont 87654  
STUDENT

Phone: (345) 234-  
COLLEGE

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### **JOB OBJECTIVE:**

Part-time position as retail sales clerk, evenings and Saturdays.

### **EXPERIENCE AS SALES CLERK:**

HIGHWAY 49 DISCOUNT CENTER, Allen, Vermont. **Sales Clerk** in Boys' Wear, Books, and Toys. Assisted customers, wrapped merchandise, and kept shelves in order. Full-time summer 1993. Saturdays, September-November 1993; Saturdays and evenings, December 1993; Saturdays and evenings, January-May 1994. Resigned to prepare term papers and study for final examinations.

MACLEOD'S DEPARTMENT STORE, Burlington, Vermont. **Sales Clerk.** Assisted customers, measured and cut dry goods, vinyls, and plastic coverings, wrapped merchandise, and served as a checkout cashier. Summer 1991; Saturdays and Thursday evenings, September-December 1991 and January-June 1992.

### **EDUCATION:**

**Junior**, VERMONT STATE UNIVERSITY, Burlington, Vermont. **Home Economics major.** Courses in fabrics, foods, and home management tie in with activities as sales clerk. Honor roll every term. Career objective to serve as home economist with manufacturing industry.

**Graduate**, ALLEN HIGH SCHOOL. **Academic diploma.** Graduated with honors. Extensive extracurricular activities.

### **REFERENCES:**

References upon request. Available for employment Saturdays, evening, and holidays.