

JOHN Q. PUBLIC

55 STREET ADDRESS, YOURTOWN, STATE 55555 • (555) 555-5555

Objective

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

Education

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

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

Language: Fluent in French and Spanish.

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

Executive Presentations, Report Writing, Group Facilitation.

References

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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