

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
	<ul style="list-style-type: none">• 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
	<ul style="list-style-type: none">• Generated over 30 new clients.• Maintained accounts with over 60 existing clients.• Compiled statistical reports for presentation at monthly board meetings.	
	McSplatter's Restaurant, Yourtown, STATE Sales Associate	4/86-4/88
	<ul style="list-style-type: none">• 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.	
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-02

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.

You are free to distribute these templates, provided that each template keep intact this second page of instructions and shareware payment procedures. Please do not distribute the templates without this second page of information.

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LiuDTP
7 Wycombe Way
Princeton Jct., NJ 08550, U.S.A.

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