

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.

**McSplatter's Restaurant, Yourtown, STATE**  
**Sales Associate** 4/86-4/88

- 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*

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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 furnished upon request.

# RESUME-10

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Also included in this archive is an envelope template. Instructions are included on the template.

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