

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.

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. Coordinated over 25 projects. 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. Assisted in design and implementation of tracking system.

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

RESUME-12

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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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