

SAMPLE RESUME

Robert Smith

ADDRESS: 924 Churchill Rd
San Andreas, CA 95249
PHONE: (209) 754-0532

An experienced office worker with good communication and computer skills

EDUCATION:

1998-2001 Mountain Oaks School – San Andreas, CA
Courses taken: ROP, Word processing, Algebra II, Honors
Language Arts, Work Experience

WORK EXPERIENCE:

Aug. 2001 Mark Twain Hospital – San Andreas, CA
To present Receptionist: duties included answering phones, messages, sorting mail,
Making appointments, some computer data input

- Handled appointments for 6 doctors
- Met with 100 patients a day

Apr. 2001 Subway – San Andreas, CA
- Aug. 2001 Crewmember: duties included assisting customers, cashiering, cleaning,
stocking, and food preparation.

- Handled up to \$1000 per shift
- Assisted up to 200 customers per shift

LANGUAGES SPOKEN & OTHER SKILLS

Speak, read, and write English and Spanish fluently. Computer experience using Microsoft Office and other programs.

REFERENCES:

Furnished upon request.