

SAMPLE

DANIEL SMITH

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OBJECTIVE:

Seeking a part-time job. Ability to work 20 hours/week.

EDUCATION:

Joliet Junior College, Joliet, IL
Major: Business Administration
Expected graduation date: May, 2009

SKILLS & ABILITIES:

- Computer literacy with knowledge of Microsoft Word, Excel
- Ability to type 30 words a minute
- Work well with peers and co-workers
- Prompt, dependable and responsible
- Quick learner and enthusiastic worker

WORK EXPERIENCE:

Petsmart, Joliet, IL 8/2006 to Present

Warehouse

- Keep shelves stocked
- Maintain a clean working environment
- Accurately fill and weigh food bags

Dominick's Finer Foods, Joliet, IL 8/2004 to 1/2006

Cart Boy

- Assisted customers with groceries
- Retrieved carts and returned them to the store
- Swept store at closing time

St. Joseph's Parish, Rockdale, IL 2004

Teacher's Aid

- Helped with students' lessons
- Ran errands for the teacher

References are available upon request