

**JOHN DOE**  
**E-mail Address**

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**School Address**

123 Any Street  
City, State 11111  
(555) 555-5555

**Permanent Address**

345 Any Street  
City, State 11111  
(555) 555-5555

**CAREER OBJECTIVE**

To obtain a part-time or internship position at a growing company in the areas of management, accounting or customer service where my skills can be fully utilized.

**SUMMARY OF QUALIFICATIONS**

- 3 years of supervisory experience
- 2 years of payroll experience
- Interpersonal skills
- Communications skills

**EDUCATION**

Junior, LeMoyne-Owen College, Memphis, Tennessee pursuing a Bachelor of Business Administration degree in Management, 3.0 GPA on a 4.0 scale, expected date of graduation: May, 2007.

**COMPUTER LITERACY**

Microsoft Windows 98, Microsoft Word, Excel, PowerPoint, Access, spreadsheets, databases, Internet, and type 50 wpm.

**MAJOR COURSES - 300 or 400 level courses**

- Human Resource Management
- Global Management
- Accounting I & II
- Principles of Marketing

**PROJECTS**

List any projects that you were assigned in high school or college that is related to your major or what you are interested in applying.

**INTERNSHIPS (If applicable)**

2004                    **Management Trainee Intern**, Walgreens, Memphis, TN  
Worked in various departments in the store such as front register, pharmacy, human resources, inventory, and photo lab.

**WORK EXPERIENCE**

2005-Present            **Payroll Clerk**, MLG&W, Memphis, TN  
Process employee payroll bi-weekly in computer system, print checks, distribute them in mailboxes and answer telephone.

2004-2005                **Customer Service Representative**, Cingular Wireless, Memphis, TN  
Assisted customers with selecting telephones and packages, answered busy telephones and handled their complaints.

**AWARDS/RECOGNITIONS**

“Employee of the Month” – Cingular Wireless (2005)  
Dean’s List – LeMoyne-Owen College

**AFFILIATIONS/ORGANIZATIONS – LeMoyne-Owen College**

Student Member, Business Student Association (BSA)  
Treasurer, Student Government Association (SGA)