

Sample Student

123 Wise Rd. Littleton, AR 72739

555-123-1212

Student@nwacc.edu

Objective:

To obtain a position in which I may expand my skills and experience while contributing to the overall efficiency of an organization.

Summary of Qualifications:

- Reliable Work History
- Mid-level management
- Customer service
- Sales and Inventory
- Electrical repair and installation
- Former CDL driver

Employment History:

Covington Enterprise Rogers, AR 2005-2008

Driver

- Tracked, hauled, and delivered inventory

R&R Excavating Jane, MO 2001-2005

Foreman

- Managed crew

Benton County Road Department Bentonville, AR 1996-2001

Shop Manager

- Managed various details of the tire shop such as budget reporting and inventory
- Sold, bought and traded tires
- Provided customer service

Delta PC&I Hiwasse, AR 1993-1996

Journeyman's Helper

- Assisted in various aspects of electrical repair and installation

Computer Skills:

- Familiar with basic Microsoft Office applications such as Microsoft Word
- Comfortable with use of PC for acquiring information from various web sites

Education:

Completed GED through Northwest Arkansas Community College, Adult Education 2009

References and pay history available upon request