**Joe Student**

1234 Needajob Road

**Linden, CA 95236**

**(209) 887-1234 Home**   **(209) 624-1234 Cell**

**jstudent@gmail.com**

OBJECTIVE: To obtain a position as a (state desired job or position), with (state company name).

(**For example**: *To obtain a position as a stock-clerk at Rinaldi’s Market*)

# QUALIFICATIONS

* Ability to understand and follow through with instructions.
* Reliable and able to work well with others.
* Dependable, hardworking and eager to learn.
* Knowledge of computer applications, word processing and Internet research.

# SKILLS

* Experience working on computerized cash registers and counting back change.
* Able to lift objects weighing up to 100 pounds.
* Strong customer service skills.
* Strong communication skills, both written and oral.
* Bilingual – English and Spanish**. (List only if you can speak and write in both!)**
* (List other skills as related to the job that you are applying).

# EXPERIENCE

2009 – 2012 Linden High School, Linden, CA

**Office Assistance:** Answered phones, filed and helped students and parents who needed assistance.

2008 – 2010 Pizza Plus, Linden, CA

**Customer Service:** Assisted customers with their food orders, worked on the cash register, helped with closing duties.

# EDUCATION

Linden High School, Linden, CA

Graduation Date – May 2012 G.P.A. – 3.4 (only list if over 3.0)

# ACHIEVEMENTS

* Awarded Linden Educators Scholarship – 2012
* Took first place in Track and Field Mother Lode Meet, 2011
* Most valuable player, Soccer – 2010-12
* Honor Roll Status all four years of high school

# SPECIAL INTERESTS

* Snowboarding, water-skiing, playing soccer and swimming
* Working with children
* Reading mystery novels