

Robin Friday

Address with zip code.
Phone with new area code.

OBJECTIVE: Full-time office work this summer with part-time work next winter when I attend school

QUALIFICATIONS AND EXPERIENCE

Office Skills

- * Skilled in Microsoft Word 2000 and Excel
- * Used a cash register.
- * Operated ice cream machines at Highway Ice Cream store.
- * Record data for corn research study.

Communication Skills

- * Earned blue ribbon for my 4-H talk in county ORAMA contest, 20xx. Gave my talk at district and state ORAMA contests and earned second place both times.
- * Sold magazine subscriptions in neighborhood for school fund raiser.
- * Gave directions to out-of-town customers.

Leadership/Management

- * Member 4-H Club for 8 years. Served as president in 20xx. Also, was secretary and organized a 4-H clean-up campaign.
- * Mowed lawns on schedule for two homes.

EMPLOYMENT HISTORY

Highway Ice Cream Store, May, 20xx -September, 20xx

On a separate page write the name (with correct spelling) of your manager, address including zip code, telephone number including new area code. Now you are ready to complete this information on an employment application.

Hybrid Seed Company, MyTown, AR, June-July, 20xx

EDUCATION

My Town High School, Grade XX, GPA, 4.0 (optional)

GPA is optional but be truthful because someone might check you out!