

Heading has professional email, clear address, phone

## Edward Cullen

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Joli, NY 55555  
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# Sample Resume

## EDUCATION

**Stonehill College**, Easton, MA  
Candidate for Bachelor of Arts Degree in Marketing  
GPA: 3.1

Dates clearly marked

May 2008

## WORK EXPERIENCE

**Bertucci's Restaurant**, Boston, MA

Fall 2002 – Present

### Server

Job descriptions clearly bulleted and outlined; focus on achievements

- Work diligently in a fast paced, medium-sized, family restaurant in downtown Boston that caters to both locals and tourists
- Consistently earn more than 20% in gratuities for outstanding service each shift
- Accurately take orders, including special requests, by over 50+ patrons per night
- Assist wait staff in the clean up and set up of more than 20 tables
- Reconcile more than \$1,500 in all billing receipts both during and at the end of each shift
- Manage part time shift of 30 hours per week to finance college education

**Bob's Clothing Store**, Joli, NY

Summer 2002, 2003, 2004, 2005

### Cashier and Stock Room

- Worked full time during the summer in a retail clothing outlet
- Stocked shelves with over \$200,000 in inventory each week
- Designed clothing layout in store that attracted more than 1,000 customers daily
- Up-sold merchandise averaging \$5 – \$10 more per client transaction

**The Bayville Yacht Club**, Bayville, NY

Summer 2005

### Lifeguard

- Oversaw the safety and security of over 200 daily swimmers and guests in the pool
- Certified in CPR each year to provide timely response to emergencies
- Worked with a lifeguard team of three individuals to ensure swimmer safety

**The Anderson Family**, Joli, NY

Fall 2004 – Spring 2005

### Babysitter

- Trusted by parents to watch three children, ranging in ages from eight months to four years old
- Developed schedule for children which consisted of two – three daily activities

## VOLUNTEER EXPERIENCE

Big Brother/Big Sister (Summers 2004 – Present)  
Soup Kitchen (Holidays 2002 – Present)  
Town Little League (Spring 2000 – 2002)

Addition of a computer skills and language skills section

## COMPUTER SKILLS

Microsoft Word, Excel, PowerPoint, Access, Adobe Photoshop

## LANGUAGE SKILLS

Conversational Spanish