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JANE DOE
987 High Street
Cobourg, ON K9A 4T7
(905) 123-4567

Objective: Position as Customer Service Provider in Retail Environment

HIGHLIGHTS OF QUALIFICATIONS

- Excellent customer service skills
- Experienced in clerical work
- Experienced restaurant worker including hosting, serving and bartending
- Computer experience including Word, Excel, PowerPoint, and the Internet.
- Meticulous worker; attentive to quality and detail
- Well spoken with strong communication skills

RELEVANT SKILLS & EXPERIENCE

Customer Service

- Greeted customers and directed them to the proper location
- Assisted customers with choice of product
- Served food and beverages quickly and efficiently
- Managed all facets of opening and closing bar
- Processed cash, credit and debit transactions
- Maintained a clean and neat work environment

Clerical

- Greeted clients, provided information
- Answered and transferred calls, taking messages when needed
- Processed mail
- Maintained accurate files
- Ensured adequate clerical supplies and ordered new product
- Photocopied and collated documents for distribution
- Recorded and organized data

EMPLOYMENT HISTORY

Labourer	MCI Manufacturing, Trenton	2004 - present
Waitress	Four Seasons Restaurant, Cobourg	2004 - 2005
Receptionist	ABC Accounting, Cobourg	2003 (summer)
Cashier	Jake's Deli, Port Hope	2002 - 2003

EDUCATION

Business Administration Diploma, Some College, Toronto	2004
Ontario Secondary School Diploma, CDCI East, Cobourg	2002

REFERENCES AVAILABLE UPON REQUEST

PARTS OF THE RESUME

1. *Personal Information*
2. A clearly stated *Job Objective*
3. The *Highlights* of Qualifications
4. A presentation of *Relevant Skills & Experience*
5. A chronological *Work History*
6. A listing of relevant *Education & Training*
7. Something about *References*