

Augusta Technical College

Career Services

Sample Resume - Business

Heading

Tells the employers where they can reach you. Make sure the message on your voicemail or answering machine is appropriate. Make sure your email address is appropriate.

Job Objective

If you don't choose an objective, the employers probably won't know which job you are applying for. Be specific and leave out the fluff.

Education

List all **relevant** education. List your specific program and any honors.

Experience

List jobs starting from your most recent work experience. Be sure to list most impressive duties first to get the reader's attention. Each experience should start with an action verb.

References

If you're running low on space, the reference statement can be omitted.

Tips: Be sure to emphasize your skills, aim for a one page resume, and do not describe

You Can Worke

113 Jobful Avenue

Augusta, Georgia 30904

(706) 790-2468

yworke@aol.com

Objective

Seeking an entry-level clerical position in a professional office environment.

Education

Augusta Technical College

Business and Office Technology Diploma, Business Office Specialist

Graduated: October 2000, 3.5 GPA

Member: National Technical Honor Society

Skills

Type 60 wpm MS Word MS Access Machine Transcription
PowerPoint MS Excel Knowledge of office machines

Experience

Internship

Hull Story, Augusta, GA

Spring Quarter, 1999

Scheduled appointments to show rental properties.

Prepared correspondence utilizing MS Word.

Answered telephone calls on multi-line telephone.

Office Assistant

Kirby, Augusta, GA

May 1995 – July 1998

Prepared monthly reports on sales and inventory.

Ordered all office supplies for management and support staff.

Sent our reminders to customers regarding equipment maintenance.

Operated two-way radio to dispatch service crew.

Customer Service Representative

Wal-Mart, Augusta, GA

January 1993 – May 1995

Awarded "*Employee of the Month*", June 1994.

Checked out customer purchases utilizing a computerized cash register .

Verified customer personal check and credit card purchase information.

Greeted customers as they made purchases in the store.

Mailing Address Line 1
Mailing Address Line 2
Mailing Address Line 3
Mailing Address Line 4
Mailing Address Line 5

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