

SAMPLE RESUME FOR PART-TIME JOB

Mary Smith
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School Address:
One Harrison Plaza
UNA Box 1111
Florence, AL 35632
256-555-5555

Permanent Address:
1234 Poplar Ave.
Birmingham, AL 33333
205-555-5555

Education	Bachelor of Business Administration, Marketing University of North Alabama, Florence, AL GPA: 3.4/4.0	June 2008-Present
	Advanced Diploma Hoover High School, Hoover, AL GPA: 3.8/4.0	May 2008
Experience	Sales and Marketing Intern Aetna Life & Casualty, Florence, AL	Summer 2009
	<ul style="list-style-type: none">• Create marketing brochures for a new insurance product• Develop presentation materials for a pre-staff of 46 members• Submit marketing analysis reports for actuarial associates to develop future projection reports	
	Cashier Wal-Mart, Hoover, AL	June 2007-May 2008
	<ul style="list-style-type: none">• Greeted customers in a friendly and timely manner• Used basic math skills to total customer receipts• Made change in amounts up to \$70	
Community Service	Girls Incorporated of Central Alabama Relay for Life	August 2007-Present May 2006, 2007, and 2008
Computer Skills	Microsoft Office Programs Windows XP, Vista Internet Typing	
Honors	National Merit Finalist Coca Cola Dream Scholarship Who's Who Among High School Students	
Activities	National Honor Society Hoover High School Marching Band Cheerleading	April 2007-May 2008 August 2005-May 2008 August 2005-May 2008