

# ***SAMPLE RESUME FOR PART-TIME JOB***

**Mary Smith**

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