

Anna Resume  
1 Sample Lane  
Anytown, Maine 01111  
(207) 555-5555

## **Education**

*Sample University, B.A. Resume Writing, 3.7 G.P.A*

*Clubs: Resume Writing Club, Spelling Team, Kappa Delta Kappa Sorority,  
National Society for the Advancement of Good Ideas.*

## **Work Experience**

### **1-2001 to 1-2006, Manager, Resumes R' Us**

Duties included but not limited to: Review of resumes and correction of any errors, assisting clients in writing resumes sure to please future employers, filing, faxing, photocopying, scheduling employees, hiring and terminations.

### **3-1998 to 12-1999, Customer Service Representative, Somewhere, Inc.**

Duties included but not limited to: Answering customer calls and assisting them in a professional manner. Consistently over 100% of sales quotas as determined by Somewhere, Inc.

### **2-1990 to 02-1998, Receptionist, Anywhere, Inc.**

Duties included but not limited to: Answering and routing calls for a 6 line switchboard, scheduling appointments, greeting clients in the reception area and notifying managers of their clients arrival. Keeping inventory of office supplies and ordering when necessary. Filing, faxing, photocopying or documents.

## **References:**

**Jasmine Sampleton, Anywhere, Maine, 555-4444 (Somewhere, Inc.)**

**George Anyguy, Somewhere, Maine, 555-7434 (Resumes R' Us)**

**Rebecca Somelady, Over There, Maine 555-7436 (Resumes R' Us)**

**Tristan Sampleson, Under There, Maine 555-1263 (Anywhere, Inc.)**