

Mary Jones
1213 N. First Street
Timbuckthree, CA 98765
123.753.1234

OBJECTIVE: A challenging position as an administrative assistant in an office where I may apply my recently acquired computer skills.

EXPERIENCE:
Dr. Peter Peterson
5874 Cedar Ave.
Timbuckthree, CA 98765
June 1999 - September 1999

SKILLS:
?? Record orders for merchandise or services.
?? Give information to and interview customers, claimants, employees, and sales personnel.
?? Prepare stock inventory and purchase, organize, and store supplies.
?? Operate office machines, such as computer, typewriter, adding, calculating, and duplicating machines.
?? Open and route incoming mail, answer correspondence and prepare outgoing mail.
?? Greet and assist visitors.

EDUCATION:

Timbuckthree High School 4683 Main Street Timbuckthree, CA 98765 September 1998-Present.	Timbuckthree R.O.C 4791 Main Street Timbuckthree, CA 98765 January 1999- Present.
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SPECIAL ACTIVITIES:
?? SkillsUSA-VICA Chapter President
?? Salvation Army Soup Kitchen server

References: Available on Request