



Résumé Example



SUSAN K. SMITH
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EDUCATION OBJECTIVE: Full-time pursuit of a bachelor's degree in business for entrance into the field of advertising.

EDUCATION BACKGROUND: Kofa High School
3100 Avenue A
Yuma, AZ 85364

Intended graduation: May 2003

INTERESTS: Center around fine arts, although also involved in athletics and community service.

Supporting Activities:

Art Club Member for 4 years
Committee Member of campus murals project for 3 years
Tennis and softball for 2 years
Wrestling cheerleader for 1 year
Tutor for Boys and Girls Club for 5 years
Driver for TROTH meals for the elderly for 1 year

SKILLS: Include artistic/creative, sales, human relations, organization/planning, leadership and academic.

Supporting Activities:

All activities listed under "Interests"
Art classes for 4 years
Marketing classes for 2 years
Gifted class for 2 years
Current employment as a salesperson in the Craft Shop in Yuma for 17 months

LEADERSHIP POSITIONS: Vice President of Art Club senior year
Publicity chair for annual musical for 2 years
Captain of softball team for 1 week

AWARDS AND HONORS: A-Team (honor roll) every semester
Employee-of-the-month during the third month of employment
High seller for DECA candy sales

REFERENCES: Available upon request