

Jane Jobseeker

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Objective: A position as a Sales Clerk that will utilize my skills and abilities.

Highlights:

- Cheerful and dependable
- Basic computer knowledge
- Exceptional customer service skills
- Cooperative coworker

Experience: American Red Cross, Three Rivers Chapter Yuba City, CA
Volunteer June 2007 to Present

- Answer telephones
- Greet clients
- Register individuals for CPR classes
- Accept donations

Sam's Club Yuba City, CA
Sales Clerk September 2006 to February 2007

- Assisted customers in various departments of the store
- Stocked shelves, folded clothes and organized racks
- Maintained a clean work area

Education:

Sutter Union High School Sutter, CA
High School Diploma To graduate in May 2008

Awards:

- Honor Roll, Fall 2007
- Perfect Attendance 2006-2007

References: Available upon request