

**Name**  
**Street Address – State, Zip Code**  
**Phone**  
[Email](#)

**Objective:** From the employer’s job description, make sure that the employer knows that the hours and availability, along with the job duties are what you are looking for and match the job that you are applying for. Explain why their job is a good match for you...Make sure that you include your attributes.

**Related Skills and Abilities**

- List required and preferred skills and abilities, where/how they were utilized.

**Employment History**

<b>Name and Address of Employer</b> Position Held: Duties most relevant to employer	<b>Dates of Employment</b>
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**Education History**

<b>Name and Address of School</b> General Studies	<b>Dates of Graduation</b>
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**Related Training**

\*Proficient in Microsoft Word, Excel, and Outlook, and experienced in data entry in many different software programs