

(Offer ALL personal information at the top, including email (if you have one) and phone number you can be reached at the most.)

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Objective: *(Tailor the objective to fit the particular job you are seeking.)*

To obtain an entry level position in the banking industry that takes advantage of my education and skill to further the goals of the company as well as my own personal growth.

Education: *(Be honest and sincere with everything, and gear your education to the position—don't add Biology for a banking job)*

- Granite City High School, Senior
- College Repertory Classes including Accounting, Economics, Business Management

Employment History: *(Be honest, but try to make your position/duties fit the particular position you are applying for.)*

- Customer Service The Waffle House, Inc. 2001-Present: Duties included greeting customers, discussing and suggesting products, delivering product to the customer, sanitizing area, cash receipts.

Skills and Honors: *(Be honest and again stress skills that could be useful in the position. For computer skills, list programs that you are familiar with.)*

- Leadership Training, Student Council 2002
- Team Captain, Soccer Team 2001-Present
- Peer Tutor in Mathematics and Economics, 2002-Present
- Outstanding Student Award in Economics, 2003
- Computer Skills, including proficiency in Microsoft Word, Excel, Power Point, and Access

(Offer references from teachers, employers, coaches, etc. for the prospective employer to contact if they wish. Be sure that these people will give a good picture of you. The employer may also wish to see a salary history, so be sure you are prepared.)

References Available Upon Request