

Sample Entry Level Resume

Name

1118 N. Sunset Canyon Ave
Huntington Beach, CA 92648
(714) 960-4159

OBJECTIVE

To utilize my Office Skills to contribute to the goals of an outstanding local company.

QUALIFICATIONS

- ◆ Proficient in MS Word, Excel and PowerPoint
- ◆ Great team player
- ◆ Work and educational history of reliability and conscientiousness

EDUCATION

GOLDEN STATE COMMUNITY COLLEGE, Huntington Beach, CA
Associate of Arts, December 2007

- Major: Consumer Economics
- Overall GPA: 3.26

WORK EXPERIENCE

Enterprise Rent-a-Car, *Management Trainee Intern*, Huntington Beach, GA

January 2006 – December 2007

- Provided customers with excellent customer service
- Helped increase the fleet average from ninety-five to one-hundred over a eight month period
- Gained real-world experience while developing knowledge of the way a business is run
- Continuously met and exceeded monthly goals

Cheesecake Factory Restaurant, *Waiter*, Huntington Beach, CA

Summer 2004

- Provided customers with prompt and courteous service
- Gained valuable customer service skills and up-selling techniques

Surf Shop, *Retail Sales Associate*, Huntington Beach, CA

Summer 2001, Summer 2002

- Instructed children of all ages to perform acrobatic maneuvers
- Served as a role model for the divers

LEADERSHIP EXPERIENCE

Golden State Athletics

- Two Year Varsity Diving: 2 year captain

2004 Alumni Funds

- Team lead on annual campus fundraising campaign
- Broke all-time funds record by 20%

References Available Upon Request