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| --- | --- | --- |
| **Your name** | | |
|  | [Street Address] | [City, ST ZIP Code] | [Phone Number] | [E-mail Address] | |
| Profile | | |
| * [Excellent driving, safety, and attendance record.] * [Thorough knowledge of area roads, highways, and regional airport.] * [Proven record of completing all deliveries on schedule.] * [Experienced in operating heavy machinery.] * [Good background in assembling products and printed materials.] | | |
| Employment History | | |
| JOB TITLE | | [Start Date] — [End Date] |
| CITY, STATE   * [Only driver/courier to log 7,000 miles with no accidents or violations.] * [Served as liaison and helped develop delivery schedule with new overnight service company located at airport.] * [Initiated “orange cone” system, which reduced backing accidents in courier group and earned company safety award.] | | |
| JOB TITLE | | [Start Date] — [End Date] |
| CITY, STATE   * [Worked on city street and bridge repair projects.] * [Operated heavy machinery, including steamroller and backhoe.] * [Served on team to evaluate new street-cleaning machines; recommended model that reduced work-crew time by five hours per week.] | | |
| JOB TITLE | | [Start Date] — [End Date] |
| CITY, STATE   * [Collated and assembled printing projects.] * [Operated machines that scored and folded brochures.] | | |
| volunteer experience | | |
| * [Volunteer], [Baldwin Museum of Science], [Buffalo] * [Rock Climbing Instructor], [Adventure Works], [Rochester] | | |