

Jane Doe

6652 Thumper Road
Hollywood, ND 99999
(701) 555-5555
(701) 555-5555
Jane.Doe@ndscs.edu

Objective To obtain a Full-time Culinary Arts position within your company.

Education **Associate of Applied Science in Culinary Arts** May 2005
North Dakota State College of Science, Wahpeton, ND

Work Experience **Cook** January 2001-
Roxy's Fry Pit, Greenville, ND January 2005
· Responsible for baking, cooking quick order food and salads.
· Learned customer service skills.

Dairy & Frozen Stocking Clerk January 2001-
Barry's Food Market, Minot, ND December 2003
· Unloaded freight, stocked dairy and frozen foods departments.
· Learned how to manage time efficiently.

Checker March 2000-
SupplyMart, Prairie Land, ND September 2003
· Checked out items for customer check out.
· Learned how to work quickly & efficiently.

Skills & Achievements · NASA Robotics Competition
· Can operate forklift & hose crimp machine

Qualifications · Great people skills · Trustworthy
· Organized · Hardworking
· Dependable · Energetic

References available upon request.

Jane Doe

6652 Thumper Road
Hollywood, ND 99999
(701) 555-5555
(701) 555-5555
Jane.Doe@ndscs.edu

References:

Gordon Bosworth

990 Long Lake Road
Lillytown, IA 66552
(555) 555-5555
Gordon.Bosworth@bossy.com

Bill Brandson

233 Hunter Boulevard
Greunter, MN 66542
(555) 555-5555
Bill.Brandson@yahoo.com

Rory Quinceton

655 Stone Road
Hunter, IL 63345
(555) 555-5555
Rory.Quinceton@ndscs.edu

Gerry Gollygee

PO Box 55
Huntington, ND 58555

(555) 555-5665
gerry.gollygee@hotmail.com

- Objective** To obtain a full-time Architectural Drafting & Estimating Technology position within your company.
- Education** Associate of Applied Science in Architectural Drafting & Estimating Technology May 2006
North Dakota State College of Science, Wahpeton, ND
- Work Experience**
- Caretaker** 2002-2004
Ron's Guest Ranch, Wahpeton, ND
· Greeted customers and assisted with luggage.
· Learned customer service skills.
- Laborer** 2002-2004
Packer Underground Construction Company, Big Timber, ND
· Laid underground pipe and read grade.
· Learned the value in putting in extra hours.
- Independent Contractor**
- Tiled floors
 - Sheet rocking
 - Remodeled house
 - Made & installed cabinets
- Related Courses**
- Architectural Drafting I & II
 - Structural Wood Design
 - Construction Estimating
 - Intro & Intermediate AutoCAD
- Awards**
- President of Helena Building Industries Association (2004)
 - Student Senate in Construction Technology (2002-2004)
 - Outstanding Vocational Student (2001)
 - Outstanding Woods I Student (2001)
 - Gold Medal Winner FCCLA Convention in Applied Technology (2001)
 - Presidential Honor Scholarship (2005)

References available upon request.

Gerry Gollygee

PO Box 55
Huntington, ND 55555

(555) 555-5665
gerry.gollygee@hotmail.com

References:

Lydia Gonderes
400 Elk Road
Northwood, CO 56652
(555) 555-5566
Lydia.Gonderes@yahoo.com

Tim Toolman
889 Cedar Avenue
Goonsberry, WI 56632
(555) 555-9988
Tim.Toolman@goonsberry.com

Perry Merbele
900 Popple Road
Larity, ND 56623
(555) 336-6622
Perry.Merbele@hotmail.com