

**ANITA JOB**  
1020 Goforit Lane  
Anytown, SC 29000  
(111) 222-333    AJ@jobless.com

CAREER OBJECTIVE            I'm seeking a career where my talents and skills will be appreciated.

*Don't use first person. Objective should be specifically related to the job you're applying for. "Seeking an entry-level position in retail management." would be a better choice.*

EDUCATION                    Associate Degree in Business Management, 2005  
PTC, Greenwood, SC

- 2.0 GPA

*Do not use abbreviations that are not commonly known nor include your GPA unless it is impressive.*

EXPERIENCE                    Sales Associate  
JC Penney, Greenwood Mall  
June 2003—August 2003

- Duties included providing customer service, operating register, handling money and keeping department stocked and neat.
- Left because inflexible manager would not work with my school schedule.

*Do not include why you left in the resume. When you do address this issue, (in the application or the interview), do not be negative about the manager. Simply say that you could not continue in that position because you chose to go to school.*

TECHNICAL SKILLS            None

*If you truly have no technical skills, just eliminate this section. However, think about it . . . Have you ever used a computer? What programs are you familiar with? Have you used a cash register? Most every one today has some technical skills.*

CAMPUS/COMMUNITY  
INVOLVEMENT                • Member, First Baptist Church  
• Writer's Club  
• Public Service Club  
• Ambassador

*As in the "Experience" section, emphasize the skills and characteristics you have demonstrated through your involvement. Include dates, locations, and titles as appropriate. For example, a potential employer may have no idea what an "Ambasssador" is. Even if you weren't a leader in an organization, you can indicate how you contributed.*

INTERESTS                     Dancing, the occult, and body piercing

*The purpose of including your interests is simply to "break the ice" with an interviewer. Do not include anything controversial. Hopefully, your interests would be perceived as positive and fit in with your career objective and the organization.*