

Jill Smith

234 Anywhere Dr.
Natchitoches, LA 71457
(318) 357-0000

jsmith002@student.nsula.edu

(USE YOUR **NSU EMAIL**, remove email underline line for clarity)

OBJECTIVE To acquire a position allowing for personal and professional growth, and to meet financial obligations as I further my education.

EDUCATION **Bachelor of Arts in English**, Northwestern State University, Natchitoches, LA
Minor in History
Expected date of graduation: May 2010

Diploma, Southwood High School, Shreveport, LA
Graduated May 2006

EXPERIENCE January 2007 to **Present** Holiday Inn Alexandria, LA
Desk Clerk

- **Register** guests, assign rooms
- **Answer** phones and schedule room reservations
- Meet and exceed guest expectations by providing excellent customer service
- Operate cash register and computer terminals

August 2006 to December **2007** Taco Bell Alexandria, LA
Cashier/Steamer

- Operated cash register and handled cash transactions
- **Took**, read, and prepared customer orders
- Assisted customers with needs and made sure they were satisfied

June 2005 to November 2005 Johnson & Williams, Inc. Shreveport, LA
Receptionist

- Answered multiple phone lines; took and delivered messages in law firm
- Filed papers
- Performed data entry on computer and typed documents
- Ran errands
- Assisted clients

(Note alignment of all first letters in dates, names and cities of job entries,
Note bold print job titles and bullet statements for job duties)

SKILLS **Computer:** MS word, Excel, PowerPoint, Windows 95 & 98, Internet
Typing: 40 wpm
Data entry

ACTIVITIES **Sigma Tau Delta**, International English Honor Society, Northwestern State University
Natchitoches, LA, Member, March 2008 to present

Volunteer, St. Frances Cabrini Hospital, Alexandria, LA. June 2006 to May 2008

(The activities section is optional—include only activities that you have room for
and pertain to skills applicable for employment) **Type resume/reference in 12 pt. font. If**

*******VERBS > Current use present tense > Past use past tense**

Jill Smith

234 Anywhere Dr.
Natchitoches, LA 71457
(318) 357-0000

jsmith002@student.nsula.edu

CUT & PASTE IDENTICAL HEADING FROM FIRST PAGE

Use same size font on resume page

Work References: *(from the work or volunteer experience listed on your resume - check phone #'s)*

Contact Name & Title
Company Name
Address
City, State & Zip
Phone #: 8am to 4pm

Contact Name & Title
Company Name
Address
City, State & Zip
Phone #: 8am to 4pm

Contact Name & Title
Company Name
Address
City, State & Zip
Phone #: 8am to 4pm

Personal References: *(No Relatives - use someone who can attest to your character)*

Name
Address
City, State & Zip
Phone #: 8am to 4pm

Name
Address
City, State & Zip
Phone #: 8am to 4pm

Name
Address
City, State & Zip
Phone #: 8am to 4pm