

Traditional Resume

Gerald Sanders
1234 Main Street
Anytown, CA 95435
(555) 123-4567

Objective

To obtain a position as a word processor with a company that allows for advancement

Experience

Standford Construction, Anytown, CA.

Word Processor. Keyboarded text and created tables for marketing materials, building specifications, and business correspondence. Also used software to create marketing presentations. Work involved tight deadlines. Assisted other word processors brought in on a temporary basis. 2001 to present

Stewart Aerospace, Anytown, CA.

Word Processor. Keyboarded training manuals, technical reports, proposals, and business correspondence. 1999 to 2000

Harold's Department Store, Anytown, CA.

Customer Service Representative. Handled phone requests and complaints. Entered and processed orders and store credits. 1998

Specialized Training and Courses

Microsoft Word, PowerPoint, Excel, and Access (completed beginning and intermediate training, 1999)

Education

GED, 1997



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