**Sally Sample**

123 Fake Street

City, MI 49242

(517) 555-5555

[sallysample@email.com](mailto:sallysample@email.com)

**OBJECTIVE (or PROFESSIONAL SUMMARY)**

Provide a statement (or two or three) about who you are and what job you are applying to. Ex: *A friendly and outgoing individual who is seeking a full-time job as a marketing assistant at XYZ Company.*

**QUALIFICATIONS**

* List your skills … be specific! Don’t list just one or two words.
* Skills should be relevant for the type of job you are applying.
* Employers will not assume that you know how to do something that you have not listed. Be sure to list any skills that they would be interested in.
* Start with technical skills for the job, including software
* Then, list transferrable qualities like teamwork or written communication, etc.
* Then, list any other attributes relevant to the job you possess

**WORK HISTORY**

Cashier | McDonalds, City, MI May 2014 – Present

* Take customer orders and accept payments
* Able to operate a cash register, count back change, and issue receipts
* Provide excellent customer service by making sure each order is filled accurately

**EDUCATION**

Associate Degree | Marketing | County College, City, MI (pending completion) 06/2021

Multimedia and Marketing Program Certificate | Area Career Center, City, MI

High School Diploma | City High School, City, MI

**VOLUNTEER EXPERIENCE**

List any relevant (and recent) volunteer experience you have. If not, do not add this section.