**John Q. Sample**

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**OBJECTIVE**

[State the position for which you are applying to.]

**RELATED** **EXPERIENCE**

Belk Department Store Knoxville, TN

*Salesperson* October 2008 – present

* Coordinated inventory processes with staff of ten employees
* Received performance-based salary increases

Walgreens, Inc. Lenior City, TN

*Cashier* April 2001 – June 2008

* Collaborated with store managers on assignments for store
* Oversaw cash drawers and made bank deposits

**FORMAL EDUCATION**

Tusculum College Knoxville, TN

 Bachelor of Science in Organizational Management May 2010

 Concentration: Human Resources, GPA: 3.8/4.0

Appalachia High School Greenback, TN

Advanced Diploma, High Honors June 1996

**PROFESSIONAL AFFILATIONS**

* [list any professional organization in which you are a member of]

**HONORS & ACHEIVEMENTS**

* [list any honors and achievements you have received through school or employment]

**COMPUTER SKILLS [or special abilities]**

* Microsoft Office Suite (Word, PowerPoint, Excel, Publisher, and Access); Internet Explorer