

# SAMPLE RESUME

## Joe College

1234 Main Street  
Chattanooga, TN 37406  
423-555-5555  
[joecollege@hotmail.com](mailto:joecollege@hotmail.com)

**Objective** To obtain a position as a Management Information Systems Technician

**Education** **Chattanooga State Community College**  
Associate of Applied Science in Networking Technology  
Anticipated Graduation Date: May 2010  
Course Work: Cisco Network Academy Program, Electronics I, Microcomputer Systems

**Experience** **Chattanooga State Community College** September 2008-present  
Career Planning and Counseling

*Student Worker*

- Answer multi-line telephone
- Schedule counseling appointments
- Process and distribute incoming mail
- Operate office equipment: fax, photo copier, computer, telephone
- Grade career assessments
- Organize and file paperwork
- Supervise and train four student workers

**Pizza Hut**

April 2006-August 2008

*Assistant Manager*

- Performed all duties associated with opening and closing the restaurant
- Supervised and trained 15 employees
- Performed all human resources duties associated with hiring new employees
- Created and maintained employee schedules
- Conducted inventory and ordered products as needed
- Provided customer services and resolved issues
- Completed reports and paperwork daily

**Self-employed**

May 2004-March 2006

*Lawn Care Service*

- Solicited and obtained customers
- Provided lawn service for 10 residential customers
- Maintained properties by mowing, mulching and planting seasonal flowers and shrubbery
- Collected payment for services rendered

**Activities** Student Government Association  
Phi Theta Kappa Honor Society  
Tennessee River Rescue Volunteer  
Church Youth Group Advisor

**Additional Information**

Familiar with Microsoft Word and Internet Research  
In the process of developing skills in Excel, Access and Power Point