

Ima Sample
1234 Success Road
Garfield Heights, OH 44125
216-475-1234

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Objective To obtain a retail sales position where I can use the following skills to make an immediate contribution:

- Ability to meet and work with the public
- Good communication skills
- Mathematical aptitude
- Detail-oriented
- Responsible and dependable
- Team player

Education Garfield Heights High School
12000 Maple Leaf Drive
Garfield Heights, OH 44125
Anticipated date of graduation: June 2002
College Preparatory Program

Experience McDonald's Restaurant, Garfield Heights, Ohio
September 2000 to present
Cashier. Greet customers in a friendly and courteous manner. Operate wireless microphone system, point-of-sale terminal, and take customer orders. Gained experience in all aspects of restaurant food preparation.

**Interests/
Activities** Fast-pitch softball junior varsity team co-captain, 2000
Student Government 1999, 2000
Music (play saxophone)

**Volunteer
Experience** Church nursery worker, 1998 to present
D.A.R.E. Role Model, 1999, 2000
Garfield Heights Home Days Volunteer, Summer 2000
Big Sister Program, Fall 2000 to present

**Awards/
Honors** Merit Roll, 1998, 1999, 2000
Renaissance Award Winner, Excellent Attendance

References available upon request.

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