

RESUME

**Sarah Smith
100 Main Street
Anytown, AZ 00000
555-555-5555**

JOB OBJECTIVE

Receptionist, where accurate typing and ability to deal with the public are important.

EXPERIENCE

RECEPTION WORK: Answered telephone, dealt with visitors, and mailing brochures for Main Street Volunteer Organization. Did some basic filing and photocopying as well as sending faxes. Did online research on Internet.

TYPING AND FILING: Managed donor forms for Memorial Hill Blood Bank. Typed information forms for incoming donors and filed the forms. Basic computer use and Internet use. Typed flyers and information sheets and used copying machine to make copies to mail out.

SKILLS

Comfortable using computers, Windows WP and Vista, MS Word as well as Internet.

Can type 55 WPM.

Can operate fax machines, copying machines, and basic phones.

Know some basic Spanish and sign language.

EDUCATION

Main Street High School, 2008, Anytown, CO

Took Basic Typing Courses I and II, Basic Computers, Spanish.

REFERENCES

References will be furnished on request.