



Sample Resumes
LITTLE EXPERIENCE

WILLIE ANYBODY

10 Washington Ave. 3F
Bronx, NY 10400

(718) 500-0000; (718) 500-2222
feedback@harlemonline.com

OBJECTIVE: To obtain a position that will enable me to utilize my skills and abilities with an opportunity for growth.

EXPERIENCE:

BRONX COMMUNITY CENTER BRONX, NEW YORK
Assistant Coordinator (Volunteer)

- Obtain information from community organizations to be placed on website.
- Respond to the website's visitors via e-mail.
- Assist with the promotion of the website by handing out flyers and putting up posters.
- Contact local organizations that are placed on the website to ensure that the information is accurate.

EDUCATION:

NYS DEPT OF CORRECTIONAL SVCS ALBANY, NEW YORK
Building Maintenance

- Light Fixture Servicer
- Maintenance Painter

GENERAL EDUCATION DIPLOMA BRONX, NEW YORK
March, 1995

SKILLS:

Customer Service experience.
Carpenter and construction tools.
Organizing and stocking products for inventory.

HOBBIES:

Reading, Running, Basketball

REFERENCES:

Furnished upon request.