

**William Jones**  
1212 First Street  
Chicago, Illinois 60652  
312-555-1212  
wjones@yahoo.com

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**Objective:**

To obtain an entry-level position in which I can utilize my skills and experience.

**Experience:**

Department of Justice White Deer, Pennsylvania  
**Food Service Worker** January 2004 to May 2009

- Executed daily operations of food preparation
- Conferred with food preparation workers and other personnel to plan menus and related activities, such as dining room operations
- Successfully handled customer service

System Parking Chicago, Illinois  
**Valet Parking Attendant** April 2002 to January 2004

- Parked automobiles for customers in parking lot and storage garage
- Placed numbered tag on windshield of automobile to be parked and handed customer identical tag to be used later in locating parked automobile
- Patrolled area to prevent thefts from parked automobiles
- Washed vehicles upon customer request

Sam's Club Warehouse Evanston, Illinois  
**Customer Service Associate** November 1998 to September 1999

- Assisted customers with selecting and purchasing specified merchandise
- Answered telephone inquiries and directed customers to appropriate sales area
- Provided customers with catalogs and information concerning prices, shipping time, and costs
- Executed daily operations of stocking merchandise

**Education:**

Wright College Chicago, Illinois  
**Microsoft Word Certification** 2000

Evanston Township High School Evanston, Illinois  
**High School Diploma** 1995

- Skills:**
- Computer Training (Excel and Word Perfect)
  - Fluent in Tagalog
  - General Construction