

**William Jones**  
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**OBJECTIVE:** To obtain an automotive sales position or warehouse position utilizing my skills and experience.

**EXPERIENCE:**

**United States Department of Justice**

*Janitorial Supervisor*

**Oxford, Wisconsin**

January 2000 to July 2008

- Trained and managed a crew of seven individuals
- Executed the daily operations of the facility, including overseeing employees' work and achieved significant improvements in their productivity
- Responsible for overall cleanliness of hallways, stairs and office space

**Unlimited Auto Sales**

*Senior Buyer*

**Chicago, Illinois**

May 1989 to January 2000

- Interviewed customers to determine make, model, and year of automobile desired
- Prepared papers for transfer of automobile
- Utilized knowledge of automobile mechanics and experience as a buyer to inspect and obtain quality vehicles
- Became familiar with customers' attitudes, preferences and purchasing problems
- Successfully bid on and obtained vehicles that customers desired for purchase

**CCC Marketing**

*Insurance Adjuster*

**Chicago, Illinois**

May 1997 to December 1998

- Interviewed, telephoned, and corresponded with car owners and car dealerships
- Located vehicles for customers
- Input information into computer database

**Sears**

*Shipping and Receiving*

**Chicago, Illinois**

January 1986 to November 1989

- Prepared items for shipment
- Processed incoming items for stock
- Trained and managed a crew of ten warehouse employees

**United States Postal Service**

*Loader*

**Chicago, Illinois**

June 1984 to December 1986

- Sorted boxes for shipment
- Loaded trucks for delivery

**EDUCATION:** **Utica Junior College**

**Utica, Mississippi**

*Associate Degree in Automotive Mechanics*

1986