

John Q. Public
123 Everywhere Blvd.
Worksville, CA. 91234
(209) 987-6543
jqpublic@sbcglobal.net

Overview:

I have approximately one year experience in the retail industry as a general laborer. I have work experience in both the restaurant and construction industries. I am a hard worker and a quick learner.

Experience:

A+ Construction Company, 3434 Hampton Rd., Modesto, CA. 95351 (209) 892-1200
General laborer from July 2010 to the present
Immediate supervisor – Mr. John Glen, Floor Supervisor / can be reached at the number listed above
My duties include: Removal and installation of sheetrock, demolition, clean up, painting, landscaping, minor plumbing and electrical.

Mom & Pop's Family Restaurant, 4109 Restaurant Row, Modesto, CA. (209) 245-8795
Kitchen staff from June 2009 to July 2010
Immediate supervisor – Ms. Elma Martinez, owner / can be reached at the number listed
Responsibilities: head dish washer, general laborer, food preparation including cutting meat and vegetables, ordering supplies, and relief host

Safe Haven Animal Shelter – address and phone
Volunteer from March 2007 to Jun 2009
Immediate supervisor – Miss Oxford, Manager / can be reached at (XXX) XXX-XXXX
As a volunteer animal care giver I - - - - -

Skills and Abilities:

My skills and abilities include the following:

- Jig saw, electric nail gun, drills, and other small construction equipment
- Office equipment such as a computer, calculator, printer, fax
- Restaurant equipment including - - - -
- Computer software – Microsoft Suite 2010, Word, Excel, Publisher

Education:

Working toward my high school diploma with the Stanislaus County Office of Education; expected completion in May 2012

References:

Provided