

Resume Model

Pete Moss
1111 First Avenue
Elma, WA 98541
(360) 482-0000

Objective

I am interested in working in food service as a caterer.

Education

September 1998 Elma High School
To June 2001 1235 Monte Elma Road, Elma, WA 98541
Expected Graduation June 2001

Experience

June 1999 Waiter
To August 2000 Macy Gray's Diner
Ms. Teri Collins, Owner
1234 Good Food Drive, Elma, WA 98541
(360) 482-9999

Waiting tables, bookkeeping, tending cash register, hosting

Special Skills

Windows 95/98, MS Word, MS Powerpoint, MS Excel
Automobile and motorcycle maintenance and repair

References

Ms. Stacy Alton
Home Economics Teacher
Elma High School
1235 Monte Elma Road
Elma, WA 98541
(360) 482-3121

Mr. Frank Borden
Restaurant Manager
Macy's Gray Diner
1234 Good Food Drive
Elma, WA 98541
(360) 482-9999

Mr. Dave Beeler
Track Coach
Elma High School
1235 Monte Elma Road
Elma, WA 98541
(360) 482-3121