

Connections Personnel

429 Park Avenue, Scotch Plains New Jersey 07076

(908) 322-5200

Fax (908) 322-7920

Email: info@connections personnel.com

Objective: To secure a position in the (whatever) industry that will utilize my excellent abilities while offering growth potential. (your objective should be a brief summary of what kind of position you are looking for)

Education:

School

Address

Major

Degree

Experience:

Company

Dates employed

Address (city and state will do)

Position Title

- Brief sentences of job function and major accomplishments
- Interviewed, tested and placed applicants in positions with client companies
- Created company newsletter
- Maintained existing account through follow-up and visits
- Attended job fairs to recruit potential applicants

Company

Dates employed

Address

Position Title

- Again, brief sentences of job functions

Computer Skills:

Microsoft Word, Excel, Windows 98 etc

References: Available upon request