

Wanda Jobs
1234 Dahia Court
Sumner, Washington 12345
(555) 867-5309
E-mail: WandaJ@hotmail.com

Objective:

A classroom position in a high quality school which utilizes my computer, teamwork, and teaching skills.

Work Experience:

University of Washington, Seattle, WA, 1999
Student Orientation Representative Intern

Challenger Baseball Teams, Seattle, WA, 1997-1999
Baseball Coach for children age 6-18

Puget Sound High School, Seattle, WA, 1995-1998
Football Team Manager

North Community Pool, Seattle, WA, 1995-1997
Assistant Swim Instructor Volunteer

Skills and Qualifications:

Computer Applications: Windows 95, MSWord, MS Excel, and Hypercard.

Programming Experience: Hypertext and HTML.

Computer Experience: Data entry, Internet, and Web Research.

Office Equipment: Photocopy and Fax machines.

Education:

North Seattle Community College, Seattle, WA, 1998 to present
Course work in Computer Information Systems

Puget Sound High School, Seattle, WA, 1995-1998
Participated in swimming program. Maintained a GPA of 3.4