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| Your name |
|  | [Street Address] | [City, ST ZIP Code] | [Phone Number] | [E-mail Address] |
|  |
| Objective |
| [A position as a courier.] |
| Skills Profile |
| * [Excellent driving, safety, and attendance record.]
* [Thorough knowledge of area roads, highways, and regional airport.]
* [Proven record of completing all deliveries on schedule.]
* [Experienced in operating heavy machinery.]
* [Good background in assembling products and printed materials.]
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| Employment History |
| [Courier, Consolidated Messenger] | [Start Date] — [End Date] |
| [Rochester, NY]* [Only driver/courier to log 7,000 miles with no accidents or violations.]
* [Served as liaison and helped develop delivery schedule with new overnight service company located at airport.]
* [Initiated “orange cone” system, which reduced backing accidents in courier group and earned company safety award.]
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| [Equipment Operator, Contoso, Ltd.] | [Start Date] — [End Date] |
| [Buffalo, NY]* [Worked on city street and bridge repair projects.]
* [Operated heavy machinery, including steamroller and backhoe.]
* [Served on team to evaluate new street-cleaning machines; recommended model that reduced work-crew time by five hours per week.]
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| [Print Technician, Proseware, Inc.] | [Start Date] — [End Date] |
| [Buffalo, NY]* [Collated and assembled printing projects.]
* [Operated machines that scored and folded brochures.]
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| [Assembly Technician, Fabrikam, Inc.] | [Start Date] — [End Date] |
| [Buffalo,NY]* [Produced Christmas garlands and trees.]
* [Provided other, general labor in assembly plant for seasonal products.]
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| Activities |
| * [Volunteer], [Baldwin Museum of Science], [Buffalo]
* [Rock Climbing Instructor], [Adventure Works], [Rochester]
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