

HELEN B. HIRENOW

2345 North Fir Street
Corvallis, Oregon 97330
(541) 757-5555

JOB OBJECTIVE

Seeking full-time, entry-level position as a sales clerk in a department store.

EDUCATION

Class of 20XX Diploma: Your school name; Corvallis, Oregon
Favorite courses included:
-Public Speaking -Mathematics
-English -Psychology

SKILLS & ABILITIES

Selling:

- Sold over \$879 in advertising space for the senior high school yearbook.
- Sold my fully restored 1957 Chevrolet and earned a \$1,200 profit.

Calculating:

- Booked ticket orders for senior prom, took payments, settled accounts.
- Use advanced math when tuning an automobile and calibrating the engine.

Teaching:

- Gave a presentation on the combustion engine to my public speaking class.
- Showed my English teacher how to buy a used car without getting tricked.

Diplomacy:

- Helped my neighbor get the money owed him after my English teacher bought his used car and then withheld final payment.

WORK EXPERIENCE

March 2006 – Present *Swimming Instructor*
Corvallis Public Swimming Pool; Corvallis, OR

Duties include: Teach diving and lifesaving techniques to intermediate and upper level students.

INTERESTS & ACTIVITIES

- Write short stories and poetry in my spare time
- In four years, only missed three days of school
- Played center on the varsity basketball team for 1 year
- Member of the high school choir for 2 years

REFERENCES

Mary Jones, Manager
Shop-n-Save
1007 Laurel Boulevard
Corvallis, OR 97333
(541) 754-6554

Steve Watkins, Biology Teacher
Central Valley High School
601 North Main Avenue
Corvallis, OR 97330
(541) 757-3975

Arlene Cooper
Homemaker
8399 Hwy. 101
Corvallis, OR 97333
(541) 754-3845