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| melissa hefner |
| [Street Address] [City, ST ZIP Code]  [Phone Number]  [E-mail Address] |
|  |
| Career Objective  |
| [An entry-level marketing or management position with a medium-sized business.] |
| Education |
| High School only | [Expected June 2007] |
| * Type of Diploma
* AP Coursework
 |
| Extracurricular |
| Honor Societies |  |
|  |
| Sports |  |
|  |
| Clubs |  |
|  |
| Volunteer Work |  |
|  |
| Experience |
| [Advertising Manager][State College Student News] | [Start Date]to [End Date] |
| * [Responsible for page and classified advertising sales and promotions.]
* {Organized and implemented several successful advertising promotions, which cumulatively increased ad revenue by 65%.]
 |  |
| [Server][Oakhill Pub] | [Start Date] to [End Date] |
| * [Provided excellent table service and fostered guest satisfaction in fast-paced restaurant and bar. ]
 |  |

REFERENCES

* Teacher or boss plus phone or email
* Family friend plus phone or email
* Peer plus phone or email