|  |  |
| --- | --- |
| 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