

Sample

WORK EXPERIENCE SUMMARY

Company

Division

Location

Job Title: _____

Dates: From _____ *To* _____

MY DUTIES

WHAT I DID

RESULTS

Example:

Documentation Clerk

*Organized Reproduction
and Printing Services*

*Created a 100% reduction in
departmental shipping delays*

Example:

Data Input Operator

*Used automated and
computer controlled
equipment*

*Increased productivity and
reduced number of errors*

Example:

*Supervisor,
Data Preparation*

*Reorganized personnel
records, and set up
new system*

*Started new filing system
which increased accuracy,
ease of access and is still
being used in the department*