

James Jamison

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Quincy, MA 02169
617-555-5555

OBJECTIVE

To obtain an entry-level position that will allow me to use my skills to benefit my employer while learning new skills and gaining experience.

SKILLS

- Experienced in Microsoft Office applications
 - Applications include Microsoft Word and Internet Explorer
- Excellent communication skills
- Willingness to learn new tasks
- Excellent typist, and capable in other basic office tasks
 - Tasks include answering telephones, filing.

EXPERIENCE

United States Naval Shipbuilding Museum

Quincy, MA

- Conducted tours on the USS Salem, the USS Salem, the world's only preserved Heavy Cruiser, located at the museum
- Provided guidance to tour participants on the historical aspects of the ship, and the museum.
- Ensured the successful completion of tours aboard the ship.

EDUCATION

MY TURN, Inc.

Quincy, MA

- Enrolled in work readiness and alternative education program.
- Attending preparation classes for the General Equivalency Diploma
 - Expected Date of Graduation June, 2005

REFERENCES

Excellent references can be provided upon request.