

**David Randolf**  
123 Palmgrove Drive  
New York  
0000000000  
randolfd@xyz.com

**Objective:** I am interested in an entry level job with a reputable establishment.

**Education:** **New York State University** **New York**  
*Bachelors in Science(Physics)* Anticipated 2012  
Scored A+ for last two semesters.  
GPA of 3.7

**Sunnydale High School** **New York**  
*High School Diploma* 2008

**Experience:**

3/3/2010 **The Pizza Place** **New York**  
to Present *Part Time Clerk*  
◇ Assisted with managing the pizzeria on a daily basis.  
◇ Kept a record of daily sales and purchases.  
◇ Maintained a roster of staff.  
◇ Answered phone calls, email and faxes.

1/5/2009 **Daves Real Estate Agency** **New York**  
to 30/7/2009 *Summer Intern*  
◇ Assisted with the daily reporting of the Real Estate Agency.  
◇ Provided assistance to staff and management.  
◇ Answered phone calls, emails and fax.  
◇ Kept a record of the daily cash inflow and outflow  
◇ Maintained a record of the daily revenue fo the business  
◇ Called up prospective buyers and sellers on behalf of teh real estate agent.

**Personal Information:**

**Computer Skills**

Proficient with MS Word, MS Excel, MS Powerpoint.  
Typing speed 45 words per minute

**Languages:**

Languages Known:- German, English, French,  
Spanish

**References:** Available upon request