

Please follow our outline for preparing your resume and either e-mail it to: [careers@hfcc.edu](mailto:careers@hfcc.edu) or bring it to the Placement Office on a 3.5 disk or memory stick as either Word (.doc or docx), WordPerfect (.wpd), or plain text (.txt).

## **SHAUN T. HUNTER**

1234 Ford Road  
Dearborn, Michigan 48126  
313-555-1212  
email address

### **OBJECTIVE**

To obtain a challenging position in the field of business that would enable me to utilize my educational, analytical, and customer service skills.

### **EDUCATION**

Henry Ford Community College, Dearborn, Michigan  
Associate Degree expected 5/08  
Major: Business, Full-time, 8/06- Date  
GPA = 2.9

### **EXPERIENCE**

**AAA of Michigan**, Dearborn, Michigan  
Customer Service Representative, Full-time 6/03 - Date  
Answer phones, receive and process member requests for emergency road service, schedule all service managers appointments on electronic calendars, and maintain member files.

**Henry Ford Community College**, Dearborn, Michigan  
Co-op Secretary in the Placement Office, Part-time 6/01 - 6/03  
Answered phones, entered student data and job openings into database, processed job requests for current student, recent graduates, and alumni; and communicated with students, faculty, staff, and employers.

**McDonald's**, Westland, Michigan  
Crew Member, Part-time 3/00 - 5/01  
Waited on customers, handled payment transactions, cleaned facility, and performed light stock work.

### **COMPUTER SKILLS**

Microsoft Word, Excel, PowerPoint

### **CERTIFICATION/LICENSE**

American Red Cross – CPR Certification 5/07