

**No Experience, High School Graduate**

**ARTHUR J. MARRONE**

234 Stryker Avenue  
Swansea, N.Y. 09876  
(123) 456-7890

**OFFICE ASSISTANT**

**OBJECTIVE:** To serve as a general assistant in the office of a commercial, industrial, or civic organization, applying my quickness with figures, typing skill, word processing, and willingness to work hard to increase production and reduce expenses.

**EDUCATION;** Graduate of SWANSEA HIGH SCHOOL, **Business Curriculum**, June 1991.  
Program included following courses:

Introduction to Computers	1 year
Typing	3 years
Office Machines	2 years
Mathematics	4 years
Bookkeeping	1 year
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Business Writing	1 year
Marketing	1 year
Economics	1 year
Word Processing (MultiMate)	1 semester

Program also included general high school courses, with four years of academic English.

**OFFICE SKILLS:** Typing: 75 words per minute  
Proficient in basic office machinery  
Exceptionally high skill with figures

**INTERESTS:** Reading business biographies  
Mathematical problem solving

**AFFILIATIONS:** **Member** of Police Athletic League

**REFERENCES:** Available upon request.