

**Donna Link**  
89 Monroe St.  
San Jose, CA 95132  
(408) 555-9890  
(408) 555-8787

**Objective:**

An Entry-Level Clerical Position with a Commercial Bank

**Qualifications:**

**People Skills**

- Several years experience working with the public and meeting customer needs
- Ability to please customers
- Cheerful personality

**Secretarial**

- Typing 40 words per minute
- Familiar with Microsoft Word and Word Perfect
- Familiar with office procedures

**Employment:**

**Volk, Zimmerman, Forest and Young Law Offices**  
*Filing Clerk*

**San Jose, CA**  
1992 to Present

**The Happy Trout Restaurant**  
*Waitress*

**San Jose, CA**  
1990 to 1992

**Education:**

**Santa Barbara School of Administration**  
**El Monte High School**

**Santa Barbara, CA**  
**Los Angeles, CA**

**References:**

Available upon request