

**STEPHEN SINGER**School Address

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 Erie, PA 16503  
 814-555-6543

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Permanent Address

111 Boggs Avenue  
 Pittsburgh, PA 15211  
 412-431-5555

**OBJECTIVE**

To secure a co-op position in public relations.

Applying for a internship or co-op? Your resume may look like this example.

**EDUCATION****Bachelor of Arts, English**

Gannon University  
 Expected Date of Graduation  
 GPA: 3.0

Minor: History  
 Erie, PA  
 May 2005

Significant Courses: Mass Media & Popular Culture, Public Relations, and Feature Writing

**SKILLS**

- Written and research skills gained through a wide range of school projects.
- Experienced at working with the public and providing customer service.
- Able to work with others as part of a team.
- Trained others in work-related tasks.
- Computer knowledge includes Microsoft Office 98, XP, the Internet and e-mail software.

**WORK HISTORY****Tickets Cashier/Usher**

Loew's Theaters

August 2002-Present  
 Erie, PA

- Sell tickets for feature films at a 12-screen theater.
- Balance cash and ticket receipts at the end of each shift.
- Assist customers with seating and other needs.
- Ensure that patrons remain quiet during movies.
- Assist with concession sales and inventory.

**Freelance Tennis Instructor**

Pittsburgh Courts

Summers 1999-2002  
 Pittsburgh, PA

- Provided individualized daily tennis lessons for children and adults.
- Worked with groups and adults as necessary.

**Cashier**

Giant Eagle

March 1999-June 2001  
 Pittsburgh, PA

- Constructed store displays.
- Operated cash registers and balanced cash drawer after shifts.
- Assisted customers in locating products.

**REFERENCES AVAILABLE UPON REQUEST.**