

**JOE DOER**  
5555 Lakewood Road  
Somewhere, Minnesota 55555  
(555) 555-5555

## **OBJECTIVE**

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Assembly, Janitorial, Maintenance or Construction Work

## **SUMMARY OF SKILLS**

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- Industrious, reliable, highly-motivated and thorough
- Ability to safely operate power machines, tools, saws, sanders and drills
- Operate, repair and maintain mowers, snow blowers, buffers and trucks
- Experience with household repairs, painting, siding and construction

## **RELATED VOLUNTEER EXPERIENCE**

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### **Assembly**

- Received, sorted, bundled and placed 27 tons per week recycling articles in correct containers
- Assembled, cleaned and packaged toys for children on holidays
- Repaired bicycles, motor bikes and garage doors
- Assisted nursing home residents with making crafts and decorating rooms

### **Janitorial**

- Maintained all aspects of home, and made minor repairs to structures and equipment
- Assisted friends and neighbors with lawn care, mowing, raking, shoveling, painting, buffing, sanding, remodeling and cleaning
- Helped 70 displaced families repair and clean homes after a flood

### **Construction**

- Assisted in building or remodeling homes for 50 low-income families
- Sanded floors, walls and cupboards
- Laid sheetrock, painted and stained woodwork, mixed cement and sided outside walls
- Drove and repaired diesel-powered trucks

## **VOLUNTEER WORK HISTORY**

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|----------------------------------|----------------------|
| • Goodwill Industries            | St. Paul, MN         |
| • Minnesota Flood Victims Rescue | East Grand Forks, MN |
| • Habitat for Humanity           | St. Paul, MN         |
| • Sunshine Nursing Home          | Minneapolis, MN      |

## **EDUCATION**

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**Diploma:** Johnson High School - St. Paul, MN

## **MILITARY EXPERIENCE**

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**Honorable Discharge:** United States Army - Private E3 Classification

- Attached to construction unit, constructed emergency Mobile Army Surgical Hospital (MASH) Units and troop quarters.