

## Sample TEXT ONLY résumé format

JOSE A. SMITH  
1234 5th Ave, Apt. 6  
Arlington, WA 98500  
206.555.6666

### OBJECTIVE

Merchandise and Goods Delivery Driver

### CERTIFICATIONS

CDL Class B license  
WA State Food Handlers Permit  
Department of Transportation Physical Certification

### SKILLS AND ABILITIES

- \* Able to lift 50-75 lbs. safely and efficiently
- \* Maintain excellent relationships with clients and receiving personnel
- \* Friendly and energetic personality
- \* Thorough knowledge of Seattle streets construction conditions, and revisions
- \* Safe driving record

### SUCCESSFULLY HANDLED PRODUCTS

- \* Poultry
- \* Meats
- \* Durable goods
- \* Dairy deliveries
- \* Fish and other delicate perishables
- \* Dry goods

Thorough knowledge of diesel and gas engine troubleshooting. Maintained delivery records with accounts receivable. Collection of money or signature from customers. Checked out and in vehicle, including daily safety inspection.

### EMPLOYMENT

Fred's Fine Foods 2000-2002

Seattle, WA  
Delivery Driver  
Employee of the year, 2002

Sam's Fine Fish 1999-2000  
Seattle, WA  
Delivery Driver  
Consistently met or exceeded delivery goals

Swift Shipping 1998-1999  
Seattle, WA  
Transfer driver  
Drove materials to satellite locations

### EDUCATION

University of Marie del Rios  
1988-1992  
Santa Fe, TX  
Bachelor of Arts

Holy Mary High School  
1984-1988  
Taos, MN  
Diploma

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