

**JAMIE XX**

Portland, OR 97555

Cell: (555) 333-3333

Email: jamiexx@gmail.com

Linkedin: Jamie xx

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**SUMMARY OR OBJECTIVE**

Results-focused, quality-driven worker with strong communication skills and a strong dedication to team goals.

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**WORK EXPERIENCE**

East Portland Senior Center

November 2022 - Present

Saturday Volunteer

- Cleaned and organized dining room; seated and served residents.
- Facilitated game nights, picnics, and arts & craft hours.
- Helped residents with technology requests: email set up, social media, iPad troubleshooting, etc.
- Part of the COVID-19 task force as a sanitation specialist, responsible for disinfecting common areas.

Taylor &amp; Ortiz Families

June 2022 - September 2022

Yard Care Specialist

- Oversaw broad range of yard care: mowing, weeding, raking, and pruning.
- Maintained a watering schedule while families were on vacation.

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**ACTIVITIES AND CLUBS**

Portland HS Soccer Team

2021-2024

- Gained teamwork and communication skills.
- Worked with team members to develop game strategies.
- Developed time management skills balancing school and sports.

Portland HS Key Club

2021-2023

Club Captain

- Gained public speaking experience.
- Planned fundraising and community service events.

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**EDUCATION**

Portland High School, Portland, Oregon

September 2020 - Present

General Studies, Diploma (Graduation: September 2024)

- Current GPA: 3.25
- Portland High School Honor Society (2023, 2024)

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**SKILLS**

Service-focused | Flexible | Outgoing | Responsible

16 MARCH 2024

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Ronnie Reader  
CEO, Example Company  
123 Address St  
Anytown, ST 12345

Dear Ms. Reader,

I am pleased to be applying for the Part-Time Sales Associate position at Example Company. My personality and work ethic have allowed me to thrive in volunteer and customer-facing jobs in the past, and I am eager to take the next step in my customer service career.

As a volunteer at the East Portland Senior Center, I have many opportunities to provide residents with a comfortable and engaging living environment. In addition to facilitating events, I bring my problem solving and communication skills to work helping with technology questions and device set up.

Doing yard care work for the Taylor and Ortiz families in my neighborhood offered me a chance to build relationships with my customers over time and earn their trust while caring for their homes and gardens.

I believe that my proactive attitude and care for others make me a natural candidate for this role. I am excited to help your customers have a personal and fantastic experience buying at Example Company! I am available via email or phone to schedule an interview, and I look forward to hearing from you.

Sincerely,

Jamie xx