

## **Образец написания резюме**

Marina Fedorova  
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### **Education:**

Moscow State University  
Sociology faculty, second course  
Expected date of graduation – June 2004  
Top 5% of graduating class

### **Work experience:**

Assistant Clerk in Marketing Research –October 2000 to Present.  
Duties include: Developing and monitoring ongoing marketing plans. Receiving and cataloguing publications, customer service, mail order and processing special orders.

### **Skills:**

Advanced English, Microsoft Office, PBX Telephone Service skills.

### **Interests:**

Tennis, Theatre, Skiing, Stretching, Aerobic, Swimming

### **References**

Available upon request