**Customizing Resume Practice**

Directions: Select one of the job announcements and create a customized resume and cover letter. Email those documents to me.

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| Employer: | The General Mercantile |  |
| Job #: | 10094224 |  |
| Job Title: | Barista Coffee/sandwich shop food prep | |
| Salary: | $7.90 - $9.00 Hourly | |
| Location: | HELENA, MT, 59601 | |
| Description: | Looking for long-term, part-time, clean, energetic, personal and positive and outgoing person to join our team at our cafeteria in a fast-paced environment. Experience is not necessary as we will train the right candidate in making specialty coffee drinks and all aspects of food preparation. Cleanliness and organization is a must-have trait. Twenty to thirty hours per week. Monday through Friday with weekends and holidays off! We make Starbucks coffee drinks and sandwiches/pizza for a variety of people. Great atmosphere! Hourly wage plus tips and benefits to include food discounts. Great tips! Hours: Flexible morning shifts starting at 6:00am. Wage starts at $7.90 but increases to $8.50-$9.00/hr. after successful completion of training. | |
| Open Date: | 12/1/2014 | |
| Education: | High School Diploma | |
| Openings: | 1 | |
| Work Schedule: | 20-30 hour per week. | |
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| Employer: | BROWNING KALECZYC BERRY & HOVEN PC | |  |
| Job #: | 10093912 | |  |
| Job Title: | Runner (2 Part Time positions) | | |
| Location: | HELENA, MT, 59601 | | |
| Description: | We are currently looking for two part time Runners to join our busy but fun law office. Duties will include but are not limited to: running errands, sorting mail, copying/scanning, stocking supplies and acting as back up receptionist. We are looking for individuals who demonstrate professionalism, great customer service and a can do attitude.  We have some flexibility with scheduling. Each position will be asked to work roughly 3+ hours per day. Candidates must possess a valid driver's license and be able to lift up to 40 pounds on occasion. These positions are temp-permanent. | | |
| Open Date: | 11/26/2014 | | |
| Close Date: | 12/18/2014 | | |
| Education: | None | | |
| Openings: | 2 | | |
| Work Schedule: | M-F | | |
| Employer: | O'REILLY AUTO PARTS |  | |
| Job #: | 10093683 |  | |
| Job Title: | Driver- Delivery Specialist | | |
| Location: | HELENA, MT, 59601 | | |
| Description: | Auto parts store is seeking a Delivery Specialist. Part time, Mon-Sat. Varying work schedule. Will be responsible for delivering parts and products to installer customers in a safe and efficient manner, collecting money on C.O.D. deliveries and picking up customer returns. Must have driver's license with good driving record, good interpersonal communication skills, the ability to quickly match alphanumeric sequences and be able to pass mandatory drug screening. Wage: TBD-DOE. | | |
| Open Date: | 11/25/2014 | | |
| Education: | None | | |
| Openings: | 1 | | |
| Work Schedule: | PT-Vary | | |