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| John Smith |
| SummaryDetail-oriented and organized recent graduate with a strong interest in logistics and operations. Eager to utilize my skills in a mailroom clerk position to ensure efficient mail processing and distribution.Work Experience**Intern Jan 2023 – May 2023**ABC Corporation Springfield, IL* Assisted in sorting and distributing over 500 pieces of mail daily.
* Maintained accurate records of incoming and outgoing shipments.

**Warehouse Assistant Jun 2022 – Dec 2022**XYZ Logistics Springfield, IL* Supported mailroom operations by organizing packages and preparing them for delivery.
* Collaborated with team members to improve efficiency in mail handling processes.

EducationBachelor of Arts: Business Administration May 2023*University of Illinois**Springfield, IL* | Contact(123) 456-7890john.smith@example.comSpringfield, IL 62701SkillsData EntryMail SortingCustomer ServiceTime ManagementAttention to DetailOrganizational SkillsBasic Computer SkillsTeam Collaboration |