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| John Smith | | |
| Summary  Detail-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.   Education Bachelor of Arts: Business Administration May 2023 *University of Illinois**Springfield, IL* | Contact  (123) 456-7890  john.smith@example.com  Springfield, IL 62701  Skills  Data Entry  Mail Sorting  Customer Service  Time Management  Attention to Detail  Organizational Skills  Basic Computer Skills  Team Collaboration |