

**MICHAEL JOHNSON**  
701 West Prairie Ronde  
Dowagiac, Michigan 49047  
(269) 987-6543

**CAREER OBJECTIVE**

Entry-level position as office assistant or accounting clerk with the opportunity for advancement to administrative assistant.

**EDUCATION**

2003-2007 Dowagiac High School, Dowagiac, Michigan (GPA 3.76)

Major Course of Study: Business Education

**Relevant Course Work**

Word Processing	Accounting I and II	Business Law
Personal Finance	Economics	

**Relevant Skills**

Typing (70 wpm)	Word Processing	Spreadsheet Applications
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**Extracurricular Activities**

Member of the Future Business Leaders of America  
Varsity Basketball Team

**Recognition**

Class President: 2003-2004; 2004-2005; 2005-2006

**WORK HISTORY**

*Office Assistant*, Mahar Insurance Agency, Dowagiac, Michigan (Fall 2006 to present, part-time)

- Work in office answering telephones and typing correspondence

*Cashier*, Chief Wahoo's, Dowagiac, Michigan (Summer 2006, full-time)

- Greet customers, take orders, operate and balance cash register

**REFERENCES**

Jerry Pallas 302 Main Street Dowagiac, Michigan 49047 (269) 987-1132 Teacher	Van Staten 1109 Flanders Street Dowagiac, Michigan 49047 (269) 987-2465 Neighbor	Mary Jo Tate 915 M-62 South Dowagiac, Michigan 49047 (269) 987-1234 Former Supervisor
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