

Sample Resumes- Factory/Warehouse

Daniel Klein had several different types of jobs. He pulls all the information together neatly in the "general background" section.

Daniel Klein
13 Mountain Lane
Watertown, NY
(315) 555-1312

Career Objective:

A position as a shipping and receiving clerk that will allow me to use my experience in the field of warehousing.

General Background:

Experienced tow motor and electric pallet jack operator
Perfect safety record throughout career
Twelve years experience in warehousing
Experienced in transporting, storing and loading stock items
Packed, sorted and routed orders with appropriate carriers
Monitored inventory control on Hewlett-Packard computer

Employment Experience:

Bindery Worker/Pressroom Worker, Bear Press, Watertown, New York.
Stacked and bundled printed materials, loaded pallets, and maintained accurate counts.
1987 to present

Tow Motor Operator, Overland Concrete, Massena, New York.
Loaded and unloaded trucks and trailers using Caterpillar Tow Motor with 9500 pounds lifting capacity. Stocked variety of cement products.
1982-1987

Inventory Controller, Icy Cold Freezer Company, Saranac Lake, New York.
Filled customer orders from warehouse and checked stock availability on computer terminal.
Transported merchandise from warehouse to shipping area. Loaded and unloaded trucks using fork lift. Packed and routed customer orders. Performed general maintenance and clean up to keep work area safe.
1977-1982

Military Service:

Private First Class, Supply Administrative Clerk, United States Marine Corps.
1974-1977
Honorable Discharge. Attained Graduate Equivalency Diploma.