

SAMPLE RESUME CARD

(Back of business card)

HIGHLY RELIABLE HOUSEKEEPING & MAINTENANCE WORKER

15 years' diverse experience, including:

ABC Company, Van Nuys, California (1984-2002)

- **Performed facilities maintenance and housekeeping duties in production and office environments.**
- **Cleaned and polished floors and maintained complex equipment, restrooms, outside areas and landscapes.**
- **Operated production equipment, including lathes, drills, band saws, grinders, disk sander, punch press and power hand tools.**

Bilingual: Spanish and English

Possess valid Green Card

Availability: Immediate

Outstanding References

(213) 555-1234

Cellular/Messages: (213) 777-5678

e-mail: MarySmith@earthlink.net

MARY SMITH

123 ANY STREET
ANY CITY, STATE 55555

(Front of business card)