

**Albert Gilbert Peterson
1409 Cedar Street
Lima, Ohio 45804
419-221-0820**

EMPLOYMENT OBJECTIVE

**To seek and secure employment with an established company/agency where I may
Utilize my experience and skills as an asset by contributing to the bottom line and be
Given the opportunity for advancement as merited.**

EDUCATION

**Purdue University, Lafayette, IN
Material Management Handling
Certificate of Completion 2000**

**Mt. Vernon Nazarene College, Mt. Vernon, OH
Business Administration
1978 – 1981**

**Lima Perry High School, Lima, OH
Graduated: 1977**

EXPERIENCE

**Lucent Surgical Services, Dexter, MI
Program Coordinator- Surgical Services
1999 – 2012**

**Jones-Clark Funeral Home, Inc., Lima, OH
Senior Funeral Attendant
1988 – 2012**

**Salvation Army Community Center, Lima OH
Assistant Community Service Director
1982 – 1993- Agency Closed**

SKILLS

**I have excellent management/supervisory, communication motivational skills with the ability to
Work well with others or alone and require little or no supervision. I have excellent follow-up and follow-
Through skills. I am able to adjust and adapt to new and different work environments and very diverse.**

REFERENCE

Available upon request

October 5, 2013

**Nelson Packaging Company
1801 Reservoir Road
Lima, Ohio 45804**

To Whom It May Concern:

I am writing in response to your advertisement in the Saturday, October 5, 2013 edition Of the Lima News for the position of Attendance Clerk. I would like to apply for the position.

I have attached my resume that lists my experience, education and skills. I feel that I have The necessary requirements for the position. My previous experience, my education and skills have Equipped me for such a position.

I would like the opportunity to meet with you or a representative of your company to Further discuss my resume and to answer any questions and to interview for the Attendance Clerk position. I may be contacted by telephone or mail at the information listed on my resume.

I wish to take this opportunity to thank you for your cooperation and consideration and I Shall anxiously await your response.

Sincerely

**Albert G. Peterson
Attachment**