

*E-mailed or database résumés are written in plain text without columns, bullets, or bold or italic styles(Use a standard- width typeface like Courier)*

CHRISTINE TECHIE *(Put your name at the top on its own line)*

1078 Campus Drive

College Town, LS 41112

454- 555- 5555 *(Put your phone number on its own line)*

Techie@somewhere.com

KEYWORD SUMMARY *(Keywords make your résumé easier to find in a database)*

BS Computer Science, 1999, C++, Visual Basic, Assembly, FORTRAN, TUTOR, HTML, CAD, PATRAN, Oracle, MS Office, IBM 630/ 670, Windows NT, UNIX, Programmer

EDUCATION *(Capital letters emphasize headings)*

Bachelor of Science, Computer Science, 1999

Large State University, College Town, Large State

Minor: Mathematics

G. P. A.: 3.0/4.0

Related Courses

Database Design, Compiler Design, Systems Architecture, *(End each line by hitting the enter key)*

Operating Systems, Data Structures

COMPUTER SKILLS

Languages: C/ C++, Visual Basic, Assembly, FORTRAN, TUTOR, HTML

Software: CAD, PATRAN, Oracle, MS Office

Systems: IBM 360/ 370, Windows NT, UNIX

EXPERIENCE

Support Desk, Large State University, 97- 99

\* Maintained computer systems in campus lab *(Space between asterisk and text)*

\* Installed applications and performed troubleshooting *(No line exceeds 65 characters)*

\* Instructed students on applications and systems

Programmer (Intern), Generic Company, 96-97

- \* Wrote instructional programs using TUTOR language
- \* Corrected errors in pre-written programs using C++
- \* Altered existing programs to fit user needs

Data Entry Clerk, ABC Sales, summers 96, 97

- \* Updated inventory and sales data (Asterisks and plus signs replace bullets)

#### COMMUNICATION SKILLS

Served as Vice President of Computer Science Society  
Received A's in technical writing and speech classes

#### REFERENCES

Available upon request

++ Willing to relocate ++

*(Never e-mail an attachment)*