

Model Document: Résumé

Name is capitalized and boldfaced and heading is centered.

Subsequent headings are capitalized, boldfaced and aligned to left margin.

Small capitals are used in subheads.

Dates jobs were held and concise descriptions of job responsibilities are included.

DAVID B. EDWARDS
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EDUCATION

Fairview Community College, Topeka, Kansas
Associate's Degree, Computer Science, June 20--
Dean's Honor List Award — six quarters

RELEVANT COURSE WORK

Operating Systems Design	Computer Graphics
Database Management	Data Structures
Introduction to Cybernetics	Technical Writing

EMPLOYMENT EXPERIENCE

COMPUTER CONSULTANT September 20-- –June 20--, Fairview Community College
Computer Center: Advised and trained novice computer users; wrote and maintained Unipro operating system documentation.

TUTOR January–June 20--, Fairview Community College: Assisted students in mathematics and computer programming.

SKILLS AND ACTIVITIES

UNIPRO OPERATING SYSTEM: Thorough knowledge of its word-processing, text-editing, and file-formatting programs.

WRITING AND EDITING SKILLS: Experience in documenting computer programs for beginning programmers and users.

FAIRVIEW COMMUNITY MICROCOMPUTER USERS' GROUP: Cofounder and editor of monthly newsletter; listserv manager.

FURTHER INFORMATION

References, college transcripts, a portfolio of computer programs, and writing samples available upon request.