

John Smith

123 Broadway
City, State 12345
(000) 111-1111 or (111) 111-1112

| | | | |
|------------------------------------|--|--|--|
| OBJECTIVE | A position in the field of computers with special interests in business applications programming, information processing, and management systems. | | |
| EDUCATION | <i>Bachelor of Science</i> , Interdisciplinary Science Rensselaer Polytechnic Institute, Troy, NY, expected December 1990 Concentration: Computer Science Minor: Management | | |
| COMPUTER SKILLS | <i>Languages & Software:</i> COBOL, IFPS, Focus, Megacalc, Pascal, Modula2, C, APL, SNOBOL, FORTRAN, LISP, SPIRES, BASIC, VSPC Autotab, IBM 370 Assembler, Lotus 1-2-3. <i>Operating Systems:</i> MTS, TSO, Unix. | | |
| EXPERIENCE | <div><div><i>Business Applications Programmer</i></div><div>Fall 1990</div><div>Allied-Signal Bendix Friction Materials Division, Financial Planning Department, Latham, NY</div><div><ul style="list-style-type: none">Developed four “user friendly” forecasting systems each of which produces 18 to 139 individual reports.Developed or improved almost all IFPS programs used for financial reports.</div></div> <div><div><i>Research Programmer</i></div><div>Summer 1990</div><div>Psychology Department, Rensselaer Polytechnic Institute</div><div><ul style="list-style-type: none">Performed computer aided statistical analysis of data.</div></div> <div><div><i>Assistant Manager</i></div><div>Summers 1988-89</div><div>Thunder Restaurant, Canton, CT</div><div><ul style="list-style-type: none">Recognized need for, developed, and wrote employee training manual. Performed various duties including cooking, employee training, ordering, and inventory control.</div></div> | | |
| COMMUNITY SERVICE | Organized and directed the 1988 and 1989 Grand Marshall Week “Basketball Marathon.” A 24 hour charity event to benefit the Troy Boys Club. Over 250 people participated each year. | | |
| EXTRA-CURRICULAR ACTIVITIES | Elected <i>House Manager</i> , Rho Phi Sorority Elected <i>Sports Chairman</i> Attended Krannet Leadership Conference Headed delegation to Rho Phi Congress Junior varsity basketball team Participant, seven intramural athletic teams | | |