

## Example of a Scanner-Friendly Resume

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### OBJECTIVE:

To obtain a position that allows me to utilize my skills as a Web designer and JAVA programmer.

### PROFESSIONAL PROFILE:

JAVA programmer who has five years experience working in the computer-programming field. Designed over 15 web sites for clients nationwide. Efficient worker with the ability to work independently as well as in a group. Dedicated professional who has demonstrated excellent written, communication, and analytical skills.

### EDUCATION:

BS in Computer Information Systems, The College of William and Mary, Williamsburg, VA, May 1999, GPA: 3.29

### COMPUTER SKILLS:

Programming Languages: C++, JAVA, HTML, PERL, and VISUAL BASIC.  
Systems: Windows 95 and 98, UNIX (Sun Solaris), and MacOS.  
Software: Microsoft Word, Microsoft ACCESS, Excel, Adobe Acrobat, QuarkXPress, Aldus Pagemaker, and Adobe Photoshop.

### EXPERIENCE:

5/99-present, JAVA programmer at Chandler Advertising  
Created programs using JAVA.  
Used HTML code for all web pages designed at Chandler Advertising.

9/97-5/99, Teaching Assistant at The College of William and Mary  
Facilitated lab for JAVA, Web Page Design, and C++ classes.  
Maintained database of all student grades and projects.  
Designed promotional flyers for lectures and special events.

9/94-9/97, Assistant Computer Operator at The McDaniel Group  
Entered client data into billing database.  
Managed client files.

### ACTIVITIES:

5/96-5/99, President of The Association of Computing Machinery  
Demonstrated leadership abilities by coordinating a monthly lecture series.  
Increased membership of organization by 25 percent.

### REFERENCES

Available upon request