

## John Smith

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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** *Bachelor of Science*, Interdisciplinary Science  
Rensselaer Polytechnic Institute, Troy, NY, expected December 1990  
Concentration: Computer Science  
Minor: Management
- COMPUTER SKILLS** *Languages & Software:* COBOL, IFPS, Focus, Megacalc, Pascal, Modula2, C, APL, SNOBOL, FORTRAN, LISP, SPIRES, BASIC, VSPC Autotab, IBM 370 Assembler, Lotus 1-2-3.  
*Operating Systems:* MTS, TSO, Unix.
- EXPERIENCE** *Business Applications Programmer* Fall 1990  
Allied-Signal Bendix Friction Materials Division, Financial Planning Department, Latham, NY
- 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.
- Research Programmer* Summer 1990  
Psychology Department, Rensselaer Polytechnic Institute
- Performed computer aided statistical analysis of data.
- Assistant Manager* Summers 1988-89  
Thunder Restaurant, Canton, CT
- Recognized need for, developed, and wrote employee training manual. Performed various duties including cooking, employee training, ordering, and inventory control.
- 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 *House Manager*, Rho Phi Sorority  
Elected *Sports Chairman*  
Attended Krannet Leadership Conference  
Headed delegation to Rho Phi Congress  
Junior varsity basketball team  
Participant, seven intramural athletic teams