

## John Smith

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123 Broadway  
City, State 12345  
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<b>OBJECTIVE</b>	A position in the field of computers with special interests in business applications programming, information processing, and management systems.
<b>EDUCATION</b>	<i>Bachelor of Science</i> , Interdisciplinary Science Rensselaer Polytechnic Institute, Troy, NY, expected December 1990 Concentration: Computer Science Minor: Management
<b>COMPUTER SKILLS</b>	<i>Languages &amp; 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.
<b>EXPERIENCE</b>	<div><div><i>Business Applications Programmer</i></div><div>Fall 1990 Allied-Signal Bendix Friction Materials Division, Financial Planning Department, Latham, NY</div><ul style="list-style-type: none"><li>Developed four “user friendly” forecasting systems each of which produces 18 to 139 individual reports.</li><li>Developed or improved almost all IFPS programs used for financial reports.</li></ul></div> <div><div><i>Research Programmer</i></div><div>Summer 1990 Psychology Department, Rensselaer Polytechnic Institute</div><ul style="list-style-type: none"><li>Performed computer aided statistical analysis of data.</li></ul></div> <div><div><i>Assistant Manager</i></div><div>Summers 1988-89 Thunder Restaurant, Canton, CT</div><ul style="list-style-type: none"><li>Recognized need for, developed, and wrote employee training manual. Performed various duties including cooking, employee training, ordering, and inventory control.</li></ul></div>
<b>COMMUNITY SERVICE</b>	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.
<b>EXTRA-CURRICULAR ACTIVITIES</b>	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