



Sample plain text résumé

E-mailed or database résumés are written in plain text without columns, bullets, or bold or italic styles

CHRISTINE TECHIE — Put your name at the top on its own line
1078 Campus Drive
College Town, LS 41112
454-555-5555 — Put your phone number on its own line
Techie@somewhere.com — Use a standard-width typeface like Courier

KEYWORD SUMMARY
BS Computer Science, 1999, C++, Visual Basic, Assembly, FORTRAN, TUTOR, HTML, CAD, PATRAN, Oracle, MS Office, IBM 630/670, Windows NT, UNIX, Programmer

Keywords make your résumé easier to find in a database

Capital letters emphasize headings

EDUCATION
Bachelor of Science, Computer Science, 1999
Large State University, College Town, Large State
Minor: Mathematics
G.P.A.: 3.0/4.0

Related Courses
Database Design, Compiler Design, Systems Architecture, Operating Systems, Data Structures

COMPUTER SKILLS
Languages: C/C++, Visual Basic, Assembly, FORTRAN, TUTOR, HTML

End each line by hitting the enter key

Software: CAD, PATRAN, Oracle, MS Office

Systems: IBM 360/370, Windows NT, UNIX

EXPERIENCE
Support Desk, Large State University, 97-99
* Maintained computer systems in campus lab
* Installed applications and performed troubleshooting
* Instructed students on applications and systems

No line exceeds 65 characters

Space between asterisk and text

Programmer (Intern), Generic Company, 96-97
* Wrote instructional programs using TUTOR language
* Corrected errors in pre-written programs using C++
* Altered existing programs to fit user needs

Data Entry Clerk, ABC Sales, summers 96, 97
* Updated inventory and sales data

Asterisks and plus signs replace bullets

COMMUNICATION SKILLS
Served as Vice President of Computer Science Society
Received A's in technical writing and speech classes

REFERENCES
Available upon request

++ Willing to relocate ++

Never e-mail an attachment

