

Model Document: Resume in ASCII Format

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JOB OBJECTIVE

Work as a programmer with writing, editing, and training responsibilities, leading to a career in information design management.

KEYWORDS

Programmer, Operating Systems, Unipro, Newsletter, Graphics, Cybernetics, Listserv, Professional Writer, Editor, Trainer, Instructor, Technical Writer, Tutor, Designer, Manager, Information Design.

Keywords listed in a separate section

EDUCATION

** Fairview Community College, Topeka, Kansas
** Associate's Degree, Computer Science, June 2006
** Dean's Honor List Award (six quarters)

Asterisks replace bullets

RELEVANT COURSE WORK

** Operating Systems Design
** Database Management
** Introduction to Cybernetics
** Technical Writing

EMPLOYMENT EXPERIENCE

** Computer Consultant: September 2005 to Present
Fairview Community College Computer Center: Advised and trained novice users; wrote and maintained Unipro operating system documentation.
** Tutor: January 2004 to June 2005
Fairview Community College: Assisted students in mathematics and computer programming.

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SKILLS AND ACTIVITIES

** Unipro Operating System: Thorough knowledge of word-processing, text-editing, and file-formatting programs.
** Writing and Editing Skills: Experience in documenting computer programs for beginning programmers and users.
** Fairview Community Microcomputer Users Group: Cofounder and editor of monthly newsletter ("Compuclub"); Listserv manager.

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FURTHER INFORMATION

** References, college transcripts, a portfolio of computer programs, and writing samples available upon request.

Figure 16-9 Résumé in ASCII Format