

## Sam Q. Smith

Present Address  
University of Mary Hardin-Baylor  
UMHB Box 6413  
Belton, TX 76513  
254-254-2342

Distinguish between  
addresses. Be consistent  
with format

email: sqsmith@statestev.com

Permanent Address  
987 Sixth Avenue  
Lubbock, TX 79402  
999-333-9999

**OBJECTIVE** To secure a summer job in the field of **Computer Science**

**EDUCATION** University of Mary Hardin-Baylor, Belton, TX

Bachelor of Science in **Computer Science**  
Anticipated graduation: Month Year

**COURSES** Major Subjects: Include courses you are taking now such as—  
Introduction to Computer Science, Physics, Chemistry, English Lit

**SKILLS** Laboratory: These should be appropriate to your major

Hardware: \_\_\_\_\_ (Once you know will)  
Software: \_\_\_\_\_ (Check you know well)  
Languages: \_\_\_\_\_ (Computer languages)  
Other: Fluent in French

**EXPERIENCE** University of Mary Hardin-Baylor, Belton, TX

Student Worker, Office of Recruiting and Admissions  
Assemble and mail admissions packets to prospective students  
Enter prospective-student information in computer database  
Answer telephones and direct calls to appropriate admissions counselor

Even non-tech  
jobs demonstrate  
skills you have.

My Hometown Pizza, Liveoak, TX  
Assistant Shift Supervisor

Trained new employees  
Helped reconcile registers and prepare store for closing

Wendy's, Liveoak, TX  
Team Member  
Worked on customers

6/98 - 7/00  
2/97 - 6/98

Active verbs show achievement

Most recent  
first

**ACTIVITIES** List most technical ones first, but it is good to include other interests such as sports, travel, musical talents, etc.

This section is only to be used if you are not a U.S. Citizen and should state your F-1 status.

Work Status

Spell address out  
Use proper punctuation.

## J. R. Freshman

820 N. Main  
Belton, TX 76513  
254-999-9999

Use an email address  
you check often

spell: jr.freshman@statestev.com

Part-time job related to sales or working with people

University of Mary Hardin-Baylor, May 2004

B.B.A. Double major in Marketing and Computer Science

Highland High School, Lowland, Texas

Graduated May 2000 with honors

National merit scholar, National Honor Society, Salutatorian

Windows, PowerPoint, Excel, MicrosoftWord, HTML & Java

Fluent in Spanish

Familiar with cash registers, inventory & inventory control, reconciling daily sales book

Leader with ability to move with a team or responsibility for a team assignment

**Objective**

**Education**

**Skills**

**Experience**

**Honors**

**Activities**

**References**

**Work Status**

**Availability**

**Notes**

**Other**

**Address**

**Phone**

**Email**

**Interests**

**Skills**

**Education**

**Experience**

**Honors**

**Activities**

**References**

**Work Status**

**Availability**

**Notes**

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