

## 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 well)  
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

**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

Lowland Hardware, Lowland, Texas

Lead Cashier

Covered for Vacating Personnel

Provided customer's information and solved customer problems with store product

Gained vast knowledge in operating a retail store

J.R.'s Firewood, Lowland, Texas

Owner/Operator

Sold firewood door-to-door

Hired and supervised three employees in cutting, stacking, selling and delivering an

average 120 cords of wood per winter.

Netted \$1500+ after paying salaries and expenses each season

Attended American Youth Leadership Conference, Washington, DC

Eat Great Memorial Scholarship

Presidential Scholarship at UMHB

Highland High School, Student Body President, raised \$5000 for new scoreboard

Drama Club member

Habitat for Humanity

Coached Little League Baseball team to 2000 state playoffs

References Available upon request

Work Status

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

**Objective** Part-time job related to sales or working with people

**Education** University of Mary Hardin-Baylor, May 2004

**Skills** Windows, PowerPoint, Excel, MicrosoftWord, HTML & Java

**Experience** Lowland Hardware, Lowland, Texas

**Honors** Graduated May 2000 with honors

**Activities** National merit scholar, National Honor Society, Salutatorian

**References** Available upon request

**Work Status**

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

Use action verbs  
in achievements.  
Use present tense  
for current job,  
past tense for  
others.

Lowland Hardware, Lowland, Texas  
Lead Cashier

Summers 1998-2000

Honors

Graduated May 2000 with honors

Most rec

Activities

National merit scholar, National Honor Society, Salutatorian

References

Available upon request

Work Status

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

Act been held if  
applicable. Th  
have to present  
rounded person