John Smith

123 Broadway
City, State 12345
(000) 111-1111 or (111) 111-1112

OBJECTIVE

A position in the field of computers with special interests in business applications programming, information processing, and management systems.

EDUCATION

Bachelor of Science, Interdisciplinary Science
Rensselaer Polytechnic Institute, Troy, NY, expected December 1990
Concentration: Computer Science
Minor: Management

COMPUTER SKILLS

Languages & Software: COBOL, IFPS, Focus, Megacalc, Pascal, Modula2, C, APL, SNOBOL, FORTRAN, LISP, SPIRES, BASIC, VSPC Autotab, IBM 370 Assembler, Lotus 1-2-3.
Operating Systems: MTS, TSO, Unix.

EXPERIENCE

Business Applications Programmer — Fall 1990
Allied-Signal Bendix Friction Materials Division, Financial Planning Department, Latham, NY

- Developed four "user friendly" forecasting systems each of which produces 18 to 139 individual reports.
- Developed or improved almost all IFPS programs used for financial reports.

Research Programmer — Summer 1990
Psychology Department, Rensselaer Polytechnic Institute

- Performed computer aided statistical analysis of data.

Assistant Manager — Summers 1988-89
Thunder Restaurant, Canton, CT

- Recognized need for, developed, and wrote employee training manual. Performed various duties including cooking, employee training, ordering, and inventory control.

COMMUNITY SERVICE

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.

EXTRA-CURRICULAR ACTIVITIES

Elected *House Manager*, Rho Phi Sorority
Elected *Sports Chairman*
Attended Krannet Leadership Conference
Headed delegation to Rho Phi Congress
Junior varsity basketball team
Participant, seven intramural athletic teams