

# JOE J. RESUME

Your name can be up to 28 points in size

Permanent Address:  
319 North Branch Blvd.  
Sunnyvale, WI 21169  
Phone: (473) 369-6630

Multiple  
Addresses are  
okay

School Address:  
3401 Indigo Drive  
Normal, IL 61701  
Phone: (309) 209-1009

## OBJECTIVE:

Entry-level position in computer science or project development.

Text and headings should be 12 to 14 points in size.

## EDUCATION:

**Illinois State University Normal, IL**  
Bachelor of Science in Computer Science, December 2000  
Minor in Economics and Chemistry  
GPA 3.80

Date ranges should be on the same line.

## EXPERIENCE:

### Byte Technology—Systems Intern

- Program maintenance
- Developed new program for printer software and printing reports
- Installed new printers for corporate office
- PC support

**June 1998—Present**

### McLean County—Administrative Assistant

- Customer Service
- Update customer accounts
- Accounts Receivable and payment processing
- Reports and computer research

**September 1997—June 1998**

### Staffing Solutions—Temporary Office Support

- Maintained department budget
- Handled a multi-line telephone network
- Data Entry
- Order supplies

**January 1996—May 1997**

## SKILLS:

Microsoft Word  
Microsoft Excel  
Lotus  
General Office Equipment  
Communicate Effectively  
Excellent Phone Skills  
Customer Service Skills

Text can continue on the next page.

Programming—Cobol  
Problem Solving  
Organized  
Strong Analytical Skills  
Project Design  
Self-starter  
Computer Proficient