

List education and experience in reverse chronological order within appropriate categories.

## Patricia B. Programmer

prog1734@rowan.edu

Campus Address:  
123 Mullica Hill Road  
Glassboro, NJ 08028  
856-123-456

Home Address:  
76 Aster Road  
Allentown, NJ 08126  
856-789-456

### Objective

To obtain an entry-level position in Management Information Systems utilizing my current educational background and strong work ethic.

### Education

**Bachelor of Science, Business Administration**  
**Specialization, Management Information Services**  
Rowan University, Glassboro, NJ  
GPA 3.67, Magna Cum Laude, Dean's List  
Bloustein Scholar

May 200x

### Computer Skills

Visual Basic	File Maker Pro	Microsoft Word	Microsoft Excel
C++	Cold Fusion	Microsoft Project	Microsoft PowerPoint
HTML	Accuzip	Microsoft Access	Windows 98/2000
Oracle 8i	Networking	Adobe Photoshop	Quick Books

### Internship

#### Computer Technician Intern

Spring 200x

International Communication Technology Support, Inc., Philadelphia, PA

- Worked 15 hours per week to gain experience in computer programming and technology support.
- Developed team problem solving skills while adapting computer systems to meet functional needs.
- Actively involved in a Windows 2000 rollout project.
- Installed and uninstalled computer hardware and software.
- Provided troubleshooting and systems support for over 100 employee stations.
- Established user profiles, assembled and configured PCs for development.
- Operated Remote Access Systems and SMS.
- Conducted software migration and data entry.

### Related Experience

#### Peer Tutor

Fall 200x- Fall 200x

Rowan University, Glassboro, NJ

- Provided assistance to undergraduate students in Computing Environments, Introduction to Programming, Accounting, Calculus, Legal Environment, and Statistics.

#### Computer Laboratory Monitor

Fall 200x, Spring 200x

Rowan University, Glassboro, NJ

- Analyzed computer problems, monitored lab security, and provided technical support for students.

### Leadership Activities

Management Information Systems Club, Treasurer and Web Master  
Delta Phi Epsilon International Sorority, Rowan Chapter Member

**References furnished upon request.**

List education and experience in reverse chronological order within appropriate categories.

## Porter M. Folio

810 West Broad Street  
Gibbstown, New Jersey 08027  
856-423-6024  
[portfolio@hotmail.com](mailto:portfolio@hotmail.com)

### Objective

Seeking an entry-level position in Business with a special interest in Finance.

### Education

#### Bachelor of Science, Business Administration

December 200x

**Specialization: Finance**  
Rowan University, Glassboro, New Jersey  
GPA 3.2, Dean's List  
Rowan Foundation Scholarship

### Related Courses

Principles of Finance	Investments
Managerial and Financial Accounting	Financial Management
Intermediate Accounting	Financial Markets
International Financial Management	Financial Intermediaries
Management Information Systems	Federal Taxation
Computing Environments	Risk Management

### Internship

#### UBS/Paine Weber

Summer 200x

Marlboro, New Jersey

Conducted daily operations of computer updating, developed spreadsheets for brokers, and assisted broker with client transactions. Created summary reports for clients, assisted in client meetings, and performed daily assigned office duties as requested.

### Work Experience

#### Sales Associate

January 199x – present

The Home Depot, Dover Plains, New Jersey

Assist customers with paint selection and mix pigments to customer satisfaction. Create and monitor store displays to attract attention and increase sales. Provide product knowledge instruction to customers. Work 15 hours per week while full-time college student and 35-40 hours per week during summers and vacations. Received **Associate of the Month** award plus numerous merit awards. Employed at same location for nearly five years.

### Leadership/Community Activities

Financial Management Association, Rowan Chapter Treasurer  
Student Government Association  
Volunteer Firefighter  
Red Cross Blood Donor, three times yearly  
American Red Cross Certification in Adult CPR

### References

Furnished upon request.