

## Model Document: Electronic Résumé (ASCII Format)

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In ASCII format, text is in single-column and aligned to the left margin.

Neither special characters nor special font or stylistic features are used in ASCII format.

Hard returns are used for line breaks and the spacebar is used instead of tabs.

ASCII format makes electronic résumé universally machine readable.

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### EDUCATION

- \*\* Fairview Community College, Topeka, Kansas
- \*\* Associate's Degree, Computer Science, June 2001
- \*\* Dean's Honor List Award (six quarters)

### RELEVANT COURSE WORK

- \*\* Operating Systems Design
- \*\* Database Management
- \*\* Introduction to Cybernetics
- \*\* Computer Graphics
- \*\* Data Structures
- \*\* Technical Writing

### EMPLOYMENT EXPERIENCE

- \*\* Computer Consultant: September 20-- to June 20--  
Fairview Community College Computer Center: Advised and trained novice computer users; wrote and maintained Unipro operating system documentation.
- \*\* Tutor: January 20-- to June 20--  
Fairview Community College: Assisted students in mathematics and computer programming.

### SKILLS AND ACTIVITIES

- \*\* Unipro Operating System: Thorough knowledge of its word-processing, text-editing, and file-formatting programs.
- \*\* Writing and Editing Skills: Experience in documenting computer programs for beginning programmers and users.
- \*\* Fairview Community Microcomputer Users Group: Cofounder and editor of monthly newsletter ("Compuclub"); listserv manager.

### FURTHER INFORMATION

- \*\* References, college transcripts, a portfolio of computer programs, and writing samples available upon request.