

CARLOS RODRIGUEZ

3109 Vista Street Philadelphia, PA 19136 (215) 555-3880 crodrig@dragon.du.edu

Objective

Entry-level position in signal processing

Education

B.S. in Electrical Engineering
Drexel University, Philadelphia, PA
Anticipated June 2003
Grade-Point Average: 3.67 (on a scale of 4.0)
Senior Design Project: "Enhanced Path-Planning Software for Robotics"

Advanced Engineering Courses

Digital Signal Processing	Computer Hardware
Introduction to Operating Systems I, II	Systems Design
Digital Filters	Computer Logic Circuits I, II

Employment

6/2000–1/2001 Electrical Engineering Intern II
RCA Advanced Technology Laboratory, Moorestown, NJ
Designed ultra large-scale integrated circuits using VERILOG and VHDL hardware description languages. Assisted senior engineer in CMOS IC layout, modeling, parasitic capacitance extraction, and PSPICE simulation operations.

6/1998–1/1999 Electrical Engineering Intern I
RCA Advanced Technology Laboratory, Moorestown, NJ
Verified and documented several integrated circuit designs. Used CAD software and hardware to simulate, check, and evaluate these designs. Gained experience on the VAX and Applicon.

Honors and Organizations

Eta Kappa Nu (Electrical Engineering Honor Society)
Tau Beta Pi (General Engineering Honor Society)
Institute of Electrical and Electronics Engineers, Inc.

References

Ms. Anita Feller Engineering Consultant 700 Church Road Cherry Hill, NJ 08002 (609) 555-7836	Mr. Fred Borelli Unit Manager RCA Corporation Route 38 Moorestown, NJ 08057 (609) 555-2435	Mr. Sam Shamir Comptroller RCA Corporation Route 38 Moorestown, NJ 08057 (609) 555-7849
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Carlos Rodriguez entered college right after high school and has proceeded on schedule. Because some of his referees are well known, he lists their names at the end of the résumé.

Alice P. Linder

1781 Weber Road
Warminster, PA 18974
(215) 555-3999
linderap423@aol.com

Objective

An internship in molecular research that uses my computer skills

Education

Harmon College, West Yardley, PA
B.S. in Bioscience and Biotechnology
Expected Graduation Date: June 2003

Related Course Work

General Chemistry I, II, III	Biology I, II, III
Organic Chemistry I, II	Statistical Methods for Research
Physics I, II	Technical Communication
Calculus I, II	

Employment Experience

6/2000–present (20 hours per week): Laboratory Assistant Grade 3
GlaxoSmithKline, Upper Merion, PA
Analyze molecular data on E & S PS300, Macintosh, and IBM PCs.
Write programs in C++, and wrote a user's guide for an instructional computing package. Train and consult with scientists and deliver in-house briefings.

8/1997–present: Volunteer, Physical Therapy Unit
Children's Hospital of Philadelphia, Philadelphia, PA
Assist therapists and guide patients with their therapy. Use play therapy to enhance strengthening progress.

6/1989–1/1993: Office Manager
Anchor Products, Inc., Ambler, PA
Managed 12-person office in a \$1.2 million company. Also performed general bookkeeping and payroll.

Honors

Awarded three \$5,000 tuition scholarships (1996–1999) from the Gould Foundation.

Additional Information

Member, Harmon Biology Club, Yearbook Staff
Raising three school-age children
Tuition 100% self-financed

References

Available upon request

Alice Linder is a single mother returning to school. She is applying for an internship.

**Alice P.
Linder**

1781 Weber Road
Warminster, PA 18974

(215) 555-3999
linderap423@aol.com

Objective

A position in molecular research that uses my computer skills

**Skills and
Abilities**

Laboratory Skills

- Analyzed molecular data on E & S PS300, Macintosh, and IBM PCs.
Wrote programs in C++.
- Have taken 12 credits in biology and chemistry labs.

Communication Skills

- Wrote a user's guide for an instructional computing package.
- Trained and consulted with scientists and delivered in-house briefings.

Management Skills

- Managed 12-person office in a \$1.2 million company.
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Education

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Organic Chemistry I, II

Physics I, II

Calculus I, II

Biology I, II, III

Statistical Methods for Research

Technical Communication

**Employment
Experience**

6/2000–present (20 hours per week)

GlaxoSmithKline, Upper Merion, PA
Laboratory Assistant Grade 3

8/1997–present

Children's Hospital of Philadelphia, Philadelphia, PA
Volunteer, Physical Therapy Unit

6/1989–1/1993

Anchor Products, Inc., Ambler, PA
Office Manager

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Information**

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References

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Another version of the résumé in the previous figure.

Interactive Sample Document: Modifying the Basic Résumé

The following résumé was written by a graduating college senior who wanted to work for Horizon Airlines Information Technology Customer Support. The questions in the margin ask you to think about the discussion of résumés (on pages 396–409). The answers to these questions are available on TechComm Web.

1. In the Objectives section, why does the writer specifically name the organization he wishes to work for?
2. What is the function of a summary section in this résumé?
3. The employment section precedes the education section. Why do you think the writer decided on this sequence?
4. Why does the writer use a first-level heading for the security clearance?
5. Why does the writer place the education section so low in the résumé?

Mel Larson 917 Fourth Avenue Phone: 435 555-4389
Logan, UT 83712 E-mail: mlarson465@aol.com

Objective Entry-level position in customer service with Horizon Airlines Information Technology Customer Support

Summary of Qualifications Have a strong background in Office 2002 and its applications, Horizon Skies computer language, and World Share. Have had experience working in Horizon's IT Customer Support.

Employment 03/2001–present **Horizon Airlines**, Salt Lake City, UT
Ramp Service Agent

- Loading and unloading of customer baggage and United States Postal Mail.
- Operation of belt loader as well as other duties.
- Temporary duties in Information Technology Customer Support.

02/2000–03/2001 **Touchdown Zone Bar and Grill**, Logan, UT
Assistant Manager

- Supervision of employees with a strong emphasis on customer satisfaction and cost control. Created inventory ordering forms and reports.

04/1996–02/2000 **Partners Bar**, Logan, UT
Lead Bartender/Manager

- Customer service and inventory maintenance.

Security Clearance Have passed the FAA 10-year background screening for airport employees.

Education 1998–present **Utah State University**, Logan, UT
B.A. in History and English, Expected Graduation 2003
GPA: 3.1

1997–1998 **Southern Nevada Community College**, Las Vegas, NV

References Dr. Karen Williams, Professor of History
Utah State University
1220 University Drive
Logan, UT 83713
435 555-3678

Mr. Jose Velasquez
Horizon Airlines Customer Support
1210 Geerson
Logan, UT 83713
435 555-9867

Mr. Stephen Urson, Owner
Touchdown Zone Bar and Grill
970 College Way
Logan, UT 83713
435 555-2396

Alice P. Linder
1781 Weber Road
Warminster, PA 18974
(215) 555-3999
linderap423@aol.com

Objective: A position in molecular research that uses my computer skills

Skills and Abilities:

Laboratory Skills. Analyze molecular data on E & S PS300, Macintosh, and IBM PCs. Write programs in C++. Have taken 12 credits in biology and chemistry labs.

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Laboratory Assistant Grade 3

August 1997–present

Children's Hospital of Philadelphia, Philadelphia, PA
Volunteer, Physical Therapy Unit

June 1989–January 1993

Anchor Products, Inc., Ambler, PA
Office Manager

Honors:

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Keywords:

C+, IBM, PC, Macintosh, molecular research, programming, presentations, management, laboratory assistant, volunteer, physical therapy

References:

Available upon request.

The writer has
added a keywords
list.

This is an electronic version of the résumé in Figure 16.4. Notice that the writer uses ASCII text and left justification.