

## Sample Resume

Sally Q. Forth  
2001 Some Street  
Somewhere, TX 78700  
555.707.0000  
555.707.6666 (fax)  
forthwith@abcxyz.com

### Educational Experience:

2001 A.A., Computer Science, Austin Community College, Austin, TX

1998 Anderson High School, Austin, TX

### Work History:

**Lab Technician** (work study program) Austin Community College, Austin, TX

Dates of employment: 9/99-5/01 Supervisor: Dr. Martin Wise

**Job Duties:** Managed campus computer lab, assisted students with lab work, monitored equipment to insure that students were not misusing items, answered operational questions.

### Special Skills:

- Computer literate (IBM compatible equipment; Microsoft Word, Excel, Access; Internet research skills)
- Office equipment (copying machines, fax machines, telephone answering machines and voice mail systems, etc.)
- Spanish—proficient speaker, excellent writing skills

### Other Related Experience:

- Volunteer work in local community as a parks guide and museum docent
- Peer tutor to students in high school (math, computer science)

References available upon request