

**SAMPLE  
ELECTRONIC  
RESUME**

Bobbette Bearcat  
100 Bearcat Lane  
Maryville, MO 64468  
(555) 555-5555  
Bobbette@bearcat.com

Objective  
Computer Programmer

Education  
Bachelor of Science, Computer Science, May 2009  
Northwest Missouri State University (NWMSU), Maryville, MO  
Major GPA 3.2/4.0

Key words  
COBOL, Java, CCNA(Cisco Certified Network Associate), Word, Excel, PowerPoint, Access, Microsoft Office, hardware installation, C++, C#, Visual Basic, troubleshooting, SOAP, XML, AJAX

Employment  
Help Desk Assistant, NWMSU Owens Library, Maryville, MO, October 2007-Present  
Install new software and troubleshoot computing problems. Assist approximately 20 patrons per day with software related questions. Schedule 5 student employees.

Intern, Soft-tech Corporation, Kansas City, MO, May-August 2007  
Assisted in the development of new software packages. Provided programming solutions using C++ and COBOL. Updated company web site and participated in staff meetings.

Office Assistant, NWMSU Admissions, Maryville, MO, August 2006-October 2007  
Directed telephone calls, interacted with prospective students and their families, scheduled campus tours. Answered general questions regarding the university and prepared mailings.

Server, Pizza Hut, Maryville, MO, September 2005-August 2006  
Provided excellent customer service in a busy environment, conducted cash register transactions. Awarded "Server of the Month" in March 2006.

Activities  
Sigma Phi Epsilon, August 2005-Present  
Planned and coordinated banquet for 50 alumni visitors. Administered budget for Homecoming activities. Organized fundraiser for Multiple Sclerosis generating \$3000.