

William P. Gatesmith

P.O. Box 100 Maryville, MO 64468 ■ (555) 555-5555 ■ wgatesmith@greatresume.com

Objective	A software engineer internship with Gateway Computers	
Education	Bachelor of Science in Computer Science	December 20XX Northwest Missouri State University (Northwest), Maryville, MO Major GPA: 3.55/4.0
	Research Project: Analyzed, designed, and implemented a database system (using dBASE) for Volunteer Fire Department. System included reporting mechanisms for logging Fire/EMS calls, personnel training, and response records. Trained 10 users in operation of new systems as well as Microsoft Word and Windows.	
Operating Systems	Windows, Macintosh, Linux, UNIX	
Software	Microsoft Office Suite, Dreamweaver, Photoshop	
Networking	Configured CISCO routers and switches, LANs, WANs	
Language	C++, JAVA, C#, COBOL, Visual Basic, Python, PHP	
Hardware	Set up and configured DOS/Windows machines, installed peripherals including drives, memory, and expansion cards. Familiar with scanners, digital cameras, audio, and visual equipment.	
Database	Oracle 9i, MySQL, Microsoft Access	
Experience	Programming Intern	May 20XX - Present KC Life Insurance Company, Kansas City, MO <ul style="list-style-type: none">Visual Basic 6.0 Application using ADO, MSXML 3.0, Custom COM ComponentTranslated XSL style sheets (MSXML 2.6) to XSLT style sheets (MSXML 3.0 & .Net XML namespace)Created Web-based reports and made ASP.Net pages using ADO.Net to report data from SQL server on intranetAdded "modify" functionality to a reservation system on the company intranet written in ASPCustomized content of static HTML pages
	Webpage Developer	January - May 20XX Northwest Web Team, Maryville, MO <ul style="list-style-type: none">Designed and updated departmental web pages; developed and maintained University websiteValidated forms using JavaScriptWorked closely with University offices to ensure user satisfaction
	Computer Lab Assistant	January - December 20XX Northwest, Maryville, MO <ul style="list-style-type: none">Provided software and hardware support for student usersOpened and closed 3 labs, including 96 personal computers
Activities/Organizations	<ul style="list-style-type: none">Digital Electronic Media Club (Dig EM) January 20XX - Present<ul style="list-style-type: none">Vice President January 20XX - PresentStudent Computer Olympiad Director August 20XX - PresentAssistant, DreamWeaver Workshop - Bricks & Click Libraries Symposium Fall 20XXAssociation for Computing Machinery (ACM) Spring 20XX - Present	
Honors/Awards	<ul style="list-style-type: none">Academic Honor Roll (3.5/4.0) Fall 20XX - PresentRegents Scholarship Fall 20XX - Present	

SAMPLE – AP STYLE RESUME FOR MASS COMM

Sally Reporter

sallyreporter@hotmail.com

Current: 1624 North Grand Ave. No. 6 • Maryville, Mo. 64468 • (555) 555-5555
Permanent: 7202 S.W. 16th St. • Anytown, Iowa 50315 • (555) 555-5555

Objective	To obtain a position as a reporter in television news		
Education	Bachelor of Science in Broadcasting, Minor in Spanish	May 20XX Northwest Missouri State University (Northwest), Maryville, Mo. Cumulative GPA 3.47/4.00	
Media Activities	<ul style="list-style-type: none">Intern, KQTV 2 (ABC), St. Joseph, Mo. January 20XX - Present Live shoot, lead stories for 10 p.m. newscast, various news packages, VOs, & VOBs. Write news copy, edit photography and generate original stories.News anchor, reporter and board operator, KXCV/KRNW (NPR), Maryville, Mo. August 20XX - Present Organize and read news copy for 2-6 minute live newscasts, report and write local news stories. Created one news feature per trimester in addition to daily beat calls. Operate a live switchboard as on-air personality for morning shift. Responsible for following all FCC procedures.Production assistant, KDFW-TV 4 (FOX), Dallas, Texas December 20XX - January 20XX Organized scripts and operated studio camera for 6 p.m. and 10 p.m. newscasts. Covered daily beat calls and operated camera for news teases.Intern, WHO-TV 13 (NBC), Des Moines, Iowa Summer 20XX Generated and edited one news package with stand-up. Wrote copy for 10 p.m. news and operated teleprompter. Job shadowed talent, producers and photographers for 10 p.m. news.News anchor, News 8 Now, Northwest This Month KNWT, Northwest, Maryville, Mo. Fall 20XX Wrote and edited stories for News 8 Now. Completed numerous in-depth personal interviews for four-part story on "Student Volunteerism." Co-anchored 90-minute live remote broadcast of 20XX Northwest homecoming parade.Sales manager and on-air personality, KZLX, Northwest, Maryville, Mo. Fall 20XX - Spring 20XX Managed a staff of peers and delegated weekly assignments, supervised paperwork for traffic, production and promotions departments. Communicated with community-wide clients regarding billing, production and advertising sales.Production assistant, KNWT, Maryville, Mo. Fall 20XX - Spring 20XX Acted as Floor director, operated audio/chyron camera, switcher, VTR and created a PSA for "Safe Ride" a University Police project.Reporter, Nodaway Update, KQTV 2 and KNWT, St. Joseph and Maryville, Mo. Fall 20XX Wrote stories about local community events, shot and edited VOs and news packages.Copy staff, Tower Yearbook, Northwest, Maryville, Mo. Fall 20XX		
Proficiencies	Television	Radio	
	DCM News tracker	Linear Analog Beta/S-VHS Editing	Reel to reel Audio Vault
	Sony digital camera	Beta/S-VHS cameras	Digital Audio Delivery Adobe CS3
	Non-Linear Adobe Premier/Avid Editing	Pro-Tools Editing	
Computer Programs	(Microsoft) Word (45 wpm), Excel, Outlook, PowerPoint, Internet Explorer and Microfiche		
Work Experience	<ul style="list-style-type: none">Office assistant, Vice-President for Finance Office, Maryville, Mo. August 20XX - PresentSales associate and cashier, Victoria's Secret, Des Moines, Iowa May 20XX - August 20XXYouth In Action Camp assistant director, Altoona Community Campus, Altoona, Iowa June - August 20XXHostess, cashier and waitress, Wood's Oven Grill, Kansas City, Mo. May - August 20XX		
Languages	<ul style="list-style-type: none">Moderately fluent in SpanishKnowledge of American Sign Language (ASL)		