

An Example of a Traditional Résumé [PICKETT, N.A. & LASTER, A.A. 1996 (7th ed.) *Technical English. Writing, Reading & Speaking*. New York: HarperCollins (p. 285)]

JAMES E. BROWN, JR.
206 Davis Drive
Monroe, LA 71201

Home telephone: 8318) 948-7660
JB276@MONROEVM.BITNET

EMPLOYMENT OBJECTIVE

Supervising technicians and engineers in an electronics Industry or business with possibility for full management responsibilities.

WORK EXPERIENCE

- | | |
|---------------------------------------|---|
| June 1987 –
Sep. 1991 | United States Air Force
Electronics / Communications <ul style="list-style-type: none">• Shift Chief, Long-Haul Transmitter Site. Supervised three technicians in operating 52 transmitters and two microwave systems.• Team Chief, Group Electronics Engineering Installation Agency. Supervised three technicians in installing weather and communications equipment.• Technical Writer. Wrote detailed maintenance procedures for electronic equipment manuals.• Instructor in Electronics Fundamentals. Continuous three-month classes of 10 persons. |
| Summers and
part-time
1991-1995 | Manager, Campus Apartments
Disc jockey, radio stations KXOA and KXRQ
Laboratory Assistant, Broadcast Department
Technician for theater productions |

EDUCATION

B.S. degree in Industrial Management, Louisiana State University, May 1995

SPECIAL QUALIFICATIONS

- NARTE-Certified Electronics Technician.
- Top Secret Clearance for work in U.S. Department of Defense.

COLLEGE ACTIVITIES AND HONORS

Member, Society for the Advancement of Management Professionals.
Vice-President, Student Audubon Society.
Dean's List
Beta Gamma Sigma National Honor Society in Business Administration
Associated Student's Service and Leadership Award.
Listed in Who's Who in American Colleges and Universities.

An Example of a Target Résumé [PICKETT, N.A. & LASTER, A.A. 1996 (7th ed.) *Technical English. Writing, Reading & Speaking*. New York: HarperCollins. (p. 283)]

ALICE M. RYDEL
3621 Bailey Drive
Big Rapids, MI 49307
(601) 456-2156

JOB TARGET

COMPUTER SERVICES DEPARTMENT MANAGER

CAPABILITIES

- Use Macintosh and IBM computers with ease and efficiency
- Analyze large amounts of data into organized financial statistics
- Use Lotus and other spreadsheet programs and train others
- Use automated accounting system to produce monthly statements
- Manage workers efficiently and effectively
- Keep accurate records of large numbers of accounts

ACCOMPLISHMENTS

- Supervised daily data input in a 12,00 customer billing department
- Set up a simple but efficient file system for record keeping
- Managed a computer lab available to 200 students
- Devised a plan to schedule students for maximum lab use
- Handled inventory of computer lab and submitted requests for materials, equipment, and maintenance

EDUCATION

1994-1996

JOHN WILLIAMS COMMUNITY COLLEGE
AAS Degree-Computer Programming

1990-1994

MURRAH HIGH SCHOOL
Diploma-College preparatory and basic business courses

WORK EXPERIENCE

1994-1996

John Williams Community College
Big Rapids, MI

Part-time

Computer Lab Assistant

Midwestern Bell Telephone Company
Big Rapids, MI Billing Department

Night Supervisor

AWARDS

Data Processing Department Award
Outstanding First-Year Student in Programming
Citation for excellence in keyboarding skills

An Example of a Skills Résumé [PICKETT, N.A. & LASTER, A.A. 1996 (7th ed.) *Technical English. Writing, Reading & Speaking*. New York: HarperCollins.(p. 284)]

THOMAS D. DAVIS
tddavis@AOL.COM

1045 Drake Place

Ellisville, MA 01047

(521) 363-2371

SUPERVISION: Directed a crew of 20 machinists. Determined work assignments based on priorities. Found solutions to shop productions problems.

COMMUNICATION: Orally passed on orders to machinists. Prepared monthly written reports, such as department reports to an immediate supervision and reports on budget variances to budget control. Prepared daily written reports, such as reports on discrepancies in product conformity.

PERSONNEL: Interviewed and made recommendations for hiring new personnel. conducted performance evaluations and made recommendations for raises and promotions.

BUDGET: Prepared and monitored the spending of a half-million-dollar department budget.

MACHINE SKILLS: Can operate all common machine shop tools, such as lathes, milling machines, grinding machines. Can use related measuring tools and gauges.

EMPLOYMENT:

1978-Present

Barron Enterprises, Engineering Division, Nye, MA 01047
Fabrication Superintendent
Processing Supervisor

1973-1978

Always Fabrication, Inc., Patterson, IN 47312
Quality Control Checker
Parts Inspector
Layout and Design Assistant

1971-1973

Bickman Manufacturing Company, Cain, IN 47315
Assembly line worker

1969-1971

U.S. Navy
Machinist

EDUCATION: Cain Community College–A.A., Mechanical Technology

SPECIAL TRAINING: Indiana Technical Institute

- Quality Control with Computers (45 clock hours)
- New Materials in Industry (45 clock hours)
- Production Planning and Problems (45 clock hours)