



Sample Resumes
SAMPLE RESUME 1

JOE INDIVIDUAL

987 Anyplace Blvd
Anytown, New York 11111
(777) 888-9999; (646) 777-9999
feedback@morriscania.com

OBJECTIVE: To obtain a position with a challenging company, that will utilize my skills and education in telecommunications.

EDUCATION:

Technical Career Institutes, New York, NY
Industrial Electronics Technology
Expected Graduation in May, 2002

Baruch College, New York, NY
Computer Information System
September, 1998 to December, 2000

EXPERIENCE:

1999-Present I Net Telecom Inc. New York, NY
Sales Supervisor/Technician

- Supervise staff of five
- Repair and troubleshoot pagers and cellular phones
- Program cellular phones
- Repair and maintain computers
- Resolve customer claims
- Purchase equipment for company

1997-1999 Keenan Powers & Andrews P.C. New York, NY
Administrative Assistant

- Prepare meeting materials
- Assist Lawyers in Foreclosures
- Data Entry and update information in database

CAPABILITIES:

- Hardware IBM PC

- Software: Microsoft Office, Windows 95 - XP, Lotus 1-2-3, WP 8.0
- Knowledge in wireless communications
- Knowledge of LAN transmission & telephony systems
- Knowledgeable in telecommunications and network principles
- Application of Pspice to the analysis of analog and digital circuits
- Understand microprocessor architecture and instruction sets
- Analyze and troubleshoot digital circuits & system

REFERENCE:

Available upon request