

SAMPLE RÉSUMÉ

Joe Anybody

1234 Oak Street
Anytown, IN 49503
555-555-1212
j.anybody@e-mail.com

OBJECTIVE A position using my computer graphic and illustration skills to design websites.

QUALIFICATIONS -Very strong aptitudes in web design and computers

-Well-organized and very reliable

-Natural creative abilities

-Self-starter

TECHNICAL SKILLS -Self-taught in computer graphics and illustration programs

-Illustrated school newspaper with my own clip art

-Assisted in design of school website for 1.5 years

-Experience with Microsoft Office

-Knowledgeable in both IBM and Macintosh computer systems

EDUCATION -West Central High School

(Graduated in May, 2000)

MEMBERSHIPS -Computer Club

-Students Against Drunk Driving (SADD)

-Honor Roll

REFERENCES -Available upon request

REVIEW ONLY

School
Datebooks

DO NOT SUBMIT

FOR PRINT