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| Pat E. Walsh (540) 961-9876 pwalsh@vt.edu |
| Current address:279 Progress StreetBlacksburg, VA 24060 | Permanent addres:428 Login CircleAnnapolis, MD 20000 |

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| **Objective** | Internship utilizing writing and computer skills; special interests in technical writing and developing training materials for computer use  |
| **Education** | **B.A., English** with **Spanish Minor**, expected May 20xx**15 hours in Computer Science**Virginia Polytechnic Institute & State University (Virginia Tech), Blacksburg, VAMajor GPA: 3.6/4.0 Overall GPA: 2.8/4.0  |
| **Related Courses** | **Computer Science:**Computers for BusinessOperating System ToolsIntroduction to Programming in CObject-Oriented Software DesignHuman Computer Interaction | **English / Communication:**Business WritingTechnical WritingJournalistic WritingReportingLiterary Criticism |
| Computer Skills | Languages: C++, JAVA, HTMLSoftware: MS Word, Excel, PowerPoint, Publisher, Dreamweaver |
| Language Skills | Fluent in SpanishTraveled in Europe; used conversational French |
| TechnicalExperience | **Student 4-Help Computer Assistant,** Virginia Tech, Blacksburg, VASeptember 20xx– present (10 hours/week)* Assist students with computer problems; by phone and in residence halls
* Trouble shoot hardware and software problems
* Make recommendations for hardware upgrades
* Minor installation and repair
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| Writing**Experience** | **Writer / Editor, Collegiate Times**, Virginia Tech Student Newspaper, 2009-present* Editor of Events Page, 20xx – present
* Wrote articles on campus topics weekly
* Wrote book reviews
* Scheduled interviews with visiting personalities, campus leaders and members of the university administration; arranged photo shoots
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| **Activities & Honors** | New River Valley Cycling Club, 20xx-presentHabitat for Humanity Volunteer, 20xx-20xxSpecial Olympics Volunteer, 20xx, 20xxDean’s List, last 3 completed semesters: Fall 20xx - Fall 20xx |

**Features of this resume:**

* Coursework outside the major shows how this student is qualified for the career objective.
* Experience can be a student activity – related to and supports the objective in this example.
* 6 keys items bolded (in addition to headings) – select those that best support objective.
* Font = Century Gothic 11 Margins = .7
* ***Table used only to format; faint border shown in this sample***; **set borders not to appear on final document!**