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| Pat E. Walsh (540) 961-9876 [pwalsh@vt.edu](mailto:pwalsh@vt.edu) | |
| Current address:  279 Progress Street  Blacksburg, VA 24060 | Permanent addres:  428 Login Circle  Annapolis, 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, VA  Major GPA: 3.6/4.0 Overall GPA: 2.8/4.0 | |
| **Related Courses** | **Computer Science:**  Computers for Business  Operating System Tools  Introduction to Programming in C  Object-Oriented Software Design  Human Computer Interaction | **English / Communication:**  Business Writing  Technical Writing  Journalistic Writing  Reporting  Literary Criticism |
| Computer Skills | Languages: C++, JAVA, HTML  Software: MS Word, Excel, PowerPoint, Publisher, Dreamweaver | |
| Language Skills | Fluent in Spanish  Traveled in Europe; used conversational French | |
| TechnicalExperience | **Student 4-Help Computer Assistant,** Virginia Tech, Blacksburg, VA  September 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 | |
| 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 | |
| **Activities & Honors** | New River Valley Cycling Club, 20xx-present  Habitat for Humanity Volunteer, 20xx-20xx  Special Olympics Volunteer, 20xx, 20xx  Dean’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!**