

# SAMPLE RESUME

## **CAREER QUALIFICATIONS**

Technical writer trained in preparation of technical definitions and descriptions, manuals, catalogues, part lists, and instructional materials. Experienced in evaluating and editing computer documentation containing syntax formats.

## **WORK EXPERIENCE**

Northeastern University, Boston, Massachusetts  
Reading and Writing Specialist, English Language Center  
March-July 1989, January-March 1990

Created individual lesson plans for each student assigned to the Reading and Writing Laboratory. Ran the Laboratory for approximately one hundred students for twenty hours each week, maintained records of student's progress and the operation of the Laboratory.

Tutor of Foreign Students, September 1987-Present

Integrated foreign students into a large urban school and community while being a positive role model educationally and socially.

William M. Mercer, Incorporated, Boston, Massachusetts  
September-December 1986

Data processing and general office duties. Initiated and implemented a CRT search system for office personnel.

American Architect Magazine, New York, N.Y., 1983-1986

Student Intern.

## **SPECIAL SKILLS**

BASIC programming. PASCAL, Edition and Graphics courses to be completed June 1990.

## **EDUCATION**

Northeastern University, Boston, Massachusetts  
Bachelor of Arts, June 1988

Concentration: English with minors in Technical Communications and Economics.

Activities: Selected to serve on the Residence Judicial Board, an impartial group of faculty, staff and students who adjudicate discipline problems; Northeastern News; Northeastern Yearbook staff.

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From: Handbook for Writers, Lynn Troyka, Prentice, 1990