

# Justin W. Example

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## COLLEGE STUDENT AVAILABLE FOR SUMMER EMPLOYMENT

**Comment [WU1]:** By using the word "available" the student demonstrates an attitude of helpfulness and service rather than focusing on what he is seeking. The employer is not interested in fulfilling your employment goal, but in meeting a need in his company.

### EDUCATION

**Bachelor of Science in Computer Science** May 2017  
Bob Jones University, Greenville, SC

- GPA: 3.2

**Comment [WU2]:** The wide margins of this format are effective for students with limited experience. Upperclassmen should choose a resume format with smaller margins so they can keep everything on one page. While one-page resumes are not mandatory, they are recommended for students and recent graduates.

### COMPUTER SKILLS

**Apple Products:** Own and operate MacBook Pro, iPhone, and iPad  
**Apple Application:** Pages, Numbers, Keynote, Final Cut Pro  
**Microsoft:** Word, Excel, PowerPoint, Publisher, Outlook, Access  
**Programming:** C/C++, Javascript, Unix

### EMPLOYMENT

**IT Technician** Spring 2014-Present  
Bob Jones University, Greenville, SC

- Resolved software difficulties for faculty, staff and students
- Installed new software on university computers

**Customer Service Representative** 2012-2013  
Home Depot, Jonston, NE

- Assisted over 60 customers a day while working after school

**Lawn care** 2011-2012  
Self-employed, Jonston, NE

- Communicated with patrons regarding needs and availability
- Coordinated schedules for two other workers
- Increased customer base by 15%

### ACTIVITIES

**Intramural Sports,** Chi Alpha Pi Literary Society  
**Weekly community service,** Miracle Hill