

FIGURE 2.3

Résumé of a Person Who Completed College While Working Full-Time

Ramón tells how he can be reached at work and home.

He tells what he will do to help the employer achieve its goals.

Ramón includes his excellent GPA.

He emphasizes his preparation in both computers and business.

Ramón highlights his achievement in completing his degree while working full-time.

He emphasizes his honors by giving them their own heading.

Ramón lists specific on-the-job accomplishments.

He establishes that he was recognized as a good employee.

Ramón notes substantial responsibilities he was assigned; he uses a technical term of the field ("proved the vault").

Ramón emphasizes a specific achievement, naming the amount of money involved.

WEB To see how Ramón designed his résumé in a word-processing program, go to your English CourseMate at www.cengagebrain.com.

Ramón Perez
 16 Henry Street
 Brooklyn, New York 11231
 Work: (212) 374-7631
 Home: (718) 563-2291

Professional Objective	A position as a systems analyst where I can use my knowledge of computer science and business to develop customized systems for financial institutions			
Education	<p>New York University, B.S. in Computer Science December, 2013 GPA 3.4 overall; 3.7 in major</p> <p><i>Computer classes</i> include artificial intelligence and expert systems, computer security, data communication, deterministic systems, and stochastics</p> <p><i>Business classes</i> include accounting, banking, finance, and business law</p> <p>Worked full-time while completing last half of course work</p>			
Honors	<p>Dean's List three times Golden Key National Honor Society</p>			
Related Work	<p>Miller Health Spas, New York City, 2011–Present <i>Data Entry Clerk</i></p> <ul style="list-style-type: none"> • Helped convert to a new computerized accounting system • Served on the team that wrote user documentation for the system • Trained new employees • Earned Employee of the Month Award twice <p>Meninger Bank, New York City, 2007–2011 <i>Teller</i></p> <ul style="list-style-type: none"> • Performed all types of daily, night-deposit, and bank-by-mail transactions • Proved the vault, ordered currency, and handled daily cash flow • Learned how financial computer systems look from tellers' viewpoint 			
Activities	<p>Juvenile Diabetes Foundation, 2010–Present <i>Volunteer</i></p> <ul style="list-style-type: none"> • Helped design a major fundraising event two years in a row • Successfully solicited \$2 million in contributions from sponsors 			
References	<table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top; width: 33%;"> Professor Max Dobric Computer Science Department New York University New York, NY 12234 (212) 998-1212 mdobric@nyu.edu </td> <td style="vertical-align: top; width: 33%;"> Professor R. Paul Berg Finance Department New York University New York, NY 12234 (212) 998-7635 rpberg@nyu.edu </td> <td style="vertical-align: top; width: 33%;"> Wilson Meyerhoff Senior Accountant Miller Health Spas 3467 Broadway New York, NY 12232 (212) 671-9007 wmeyerhoff@millerhealth.com </td> </tr> </table>	Professor Max Dobric Computer Science Department New York University New York, NY 12234 (212) 998-1212 mdobric@nyu.edu	Professor R. Paul Berg Finance Department New York University New York, NY 12234 (212) 998-7635 rpberg@nyu.edu	Wilson Meyerhoff Senior Accountant Miller Health Spas 3467 Broadway New York, NY 12232 (212) 671-9007 wmeyerhoff@millerhealth.com
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He includes his references in his résumé.