

# Sample Plain Text or "ASCII" Resume

Use a standard typeface, like Courier, 10-12 pt

Plain text resumes have no columns, bullets, and bold or italic styles. Plain text resumes are either emailed to employers in the body of an email, or imported into databases (i.e. company databases or online job sites) where employers may use a keyword search to find candidates who have specific qualifications or skills.

\* KEYWORDS are critical in plain text resumes \*

ASCII (pronounced "askee") is an acronym for American Standard Code for Information Interchange.

JOHN or JANE DOE  
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jane.doe@jsc.vsc.edu

Put name at the top on its own line

Phone number and email address on their own lines

Keywords make your resume easier to find on job sites & in databases

KEYWORD SUMMARY  
BS Computer Science, 2002, C++, Visual Basic, Assembly, FORTRAN, TUTOR, HTML CAD, PATRAN, Oracle, MS Office, IBM 630/670, Windows NT, UNIX, Programmer

Capital letters emphasize headings

EDUCATION  
BS Computer Science  
Minor: Mathematics  
Johnson State College – Johnson, VT, May 2002  
GPA: 3.0/4.0

Related Courses  
Database Design, Compiler Design, Systems Architecture,  
Operating Systems, Data Structures

COMPUTER SKILLS  
Languages: C/C++, Visual Basic, Assembly, FORTRAN, TUTOR, HTML  
Software: CAD, PATRAN, Oracle, MS Office  
Systems: IBM 360/370, Windows NT, UNIX

End each line by hitting the enter key

EXPERIENCE  
Help Desk Technician, UW–River Falls, 99-02  
\* Maintained computer systems in campus labs  
\* Installed applications and performed troubleshooting  
\* Instructed students on applications and systems

Space between asterisk & text

No line exceeds 65 characters (spaces are considered "characters")

Programmer (Intern), Hello Dolly Company, 97-99  
\* Wrote instructional programs using TUTOR language  
\* Corrected errors in pre-written programs using C++  
\* Altered existing programs to fit user needs

Data Entry Clerk, ABC Sales, summers 96, 97  
\* Updated inventory and sales data

Asterisk & plus characters replace bullets

COMMUNICATION SKILLS  
\* Served as Vice President of Computer Science Society  
\* Received A's in technical writing and speech classes  
++ Willing to relocate ++

If emailing your resume to an employer, send both PDF & Microsoft Word resumes. PDF resumes help to protect employers from viruses!