Edward Doe

# 1111 Yellow Street

# Anywhere, AL 33333

May 25, 2013

Willing to Work Corp.

111 Administration Building

Somewhere, AL 22222

Attention Personnel Director:

I am interested in obtaining employment in the computer department at Willing to Work Corporation. I have completed training and obtained work experience in the area of computer programming over the past four years as stated in my attached resume.

Please inform me of the application procedure required for employment with your company.

I may be reached at the above address or by phone (251-444-2222).

Respectfully,

John Edward Doe

Attachment: resume’

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| 8777 LEE Ave. • Somewhere, AL 36522 • Phone (251) 222-3333 |

John E. Doe

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| Objective | |
|  | To obtain an entry-level position in corporate computer programming. |
| Education | |
|  | 2010 - Present Somewhere High School Somewhere, AL  (251) 222-5555  General curriculum with concentration on Computer Science   * Cisco Networking * Business Computer Application * Desktop Publishing   *Extra Curricular:*   * National Honor Society * Future Business Leaders of America * Yearbook   2009 - 2010 Other High School Other, MS  (601) 555-3333  General curriculum with concentration on Computer Science:   * Basic Computer Programming * Advanced Computer Programming   *Extra Curricular*:   * Computer Club * Band |
| References | |
|  | Mrs. Vicky Whoo Teacher (251) 222-5555  Mr. Leader Hello Teacher (251) 222-5555 |

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| Work experience | |
|  | 2010 - Present Hardees’s Somewhere, AL  (251) 222-0303  Cashier   * Take orders at front counter * Stock front counter items * Assorted cleaning during store hours and during closing   2012- Present Self-employed Somewhere, AL & Other, MS  (251) 222-3333  In-Home Computer Systems Technician   * Install and troubleshoot home PC’s and peripherals In-Home * Install and configure home computer software and hardware   2013 Surfing-USA Other, MS  Contracted Wiring Installation   * Wired building for computer network and to provide Internet services * Assisted with delivery of furniture |

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| Volunteer experience | |
|  | 2009 - Present Somewhere High School Somewhere, AL  (251) 222-3434  Volunteer Computer Systems Technician   * Setup Networking lab for Networking and other computer classes * Help multiple teachers with computer troubleshooting and   2008 Somewhere Middle School Somewhere, AL  (251) 222-4343  Volunteer Computer Systems Technician   * Setup lab for computer classes   2011 Bayou Cattle Company and Sawmill Grill Anywhere, AL  Volunteer Wiring Installation   * Worked with Cisco Networking class to install wiring for Point of Sales system * Was head of one of the wiring teams   2012 Quake Con 2012 Mesquite, TX  Volunteer Wiring   * Setup wires and switches for a temporary 1,250 computer network |