



Myrtle King

TECHNICAL WRITER

+1 234 567 89 10

myrtleking

San Francisco, CA

SKILLS

Proficient in Microsoft Office Suite (Word, Excel, PowerPoint). **Expert**

Familiarity with Adobe Acrobat and content management systems. **Experienced**

Strong attention to detail and ability to convey complex technical information clearly and concisely. **Expert**

Excellent research skills and ability to work independently and as part of a team. **Expert**

Basic understanding of style guides such as APA and Chicago Manual of Style. **Skillful**

PROFESSIONAL SUMMARY

Detail-oriented and motivated recent graduate with a Bachelor's degree in Technical Communication seeking an entry-level position as a technical writer. Eager to apply strong research, writing, and editing skills to contribute to the production of clear and user-friendly technical documentation.

EDUCATION

2020 - 2024

Bachelor of Arts in Technical Communication

San Francisco State University / San Francisco, CA

- Relevant Coursework: Technical Writing, Document Design, Editing for Clear Communication, Information Architecture.

EXPERIENCE

2021 - 2023

Customer Service Representative

Retail Store / San Francisco, CA

- Assisted customers with product inquiries, purchases, and returns.
- Developed strong communication and problem-solving skills in a fast-paced retail environment.

COURSES

2024

Technical Writing Certificate (In Progress)

San Francisco State University

PROJECTS

2023 - 2024

Technical Documentation Project

San Francisco State University

- Created user guides and troubleshooting manuals for fictitious software applications.
- Conducted usability testing and gathered feedback to improve document clarity and effectiveness.
- Collaborated with peers to ensure consistency in style and formatting.