

**GCCIS Resume Template**  
**NAME (font a bit bigger than rest of content)**  
**Phone**

**Address is optional, but should be used when applying to a local company**  
E-Mail Address (best to use your @rit.edu address)

**OBJECTIVE:** A brief description of what you want (co-op or full-time position), in your field, and include your availability (months and year).

**EDUCATION:** List colleges attended, most recent first (RIT) (no high school):

**Name of College, City, State**  
**Degree, Major, Expected Grad Date**  
**Concentration/Minor/Option (if any)**  
**GPA: (overall and/or Major GPA/PFOS)**

- Include scholarships, awards, honors

Previous Colleges (same format as above)

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**PROJECTS:** Summarize team or individual projects completed in your field, related to classes, labs, or personal work; Use action words and skills utilized, explain your role.

**Do not just describe the project – keep the focus on what you did and results of your work.**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**RELEVANT or PENDING COURSES:** (optional)

List your upper level and most relevant courses (use columns or commas) Do not repeat projects/classes if you described them above.

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**SKILLS:** List your technical and computer skills; separate into categories (hardware, software, programming languages, equipment/tool experience, etc); can also include certifications, foreign languages, etc. (It is also acceptable to list skills before relevant courses.)

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**EXPERIENCE:** Summarize your work experience (most recent first):

Name of Company, City, State  
Position Title, Dates Worked (months, years)

Describe your responsibilities, duties, accomplishments. Use action verbs and make concise statements.  
List all (college) jobs – each job gives you transferable skills.

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**ACTIVITIES/ AFFILIATIONS:** List your activities, student club and professional association memberships, Interests, volunteer activities, etc.

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**REFERENCES:** Available upon request. (This line is optional)

You can include references (2-3 professional references, i.e. professors, supervisors, club advisors) on a separate page with name, title, company, address, phone number and e-mail.)

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**Resume Tips & Reminders:**

- Should be on one page (graduate students can have a two page resume, but be sure to include a footer with name and “page 2 of 2”)
- No “I” statements (narrative)
- No personal information (sex, age/birth date, photo)
- Spelling & grammar perfect USE SPELLCHECK!
- Don't overcrowd – make it easy to read
- Have your resume critiqued by Co-op Program Coordinator
- It is recommended to ask a professional in the field to review for content appropriateness and other improvements

**SAM STUDENT**

[Sas9175@rit.edu](mailto:Sas9175@rit.edu)

(585) 475-0000

**School Address**

197C Perkins Rd  
Rochester, NY 14623

**Permanent Address**

4383 South St.  
Amherst, NY 13284

**OBJECTIVE:** To obtain a cooperative education position in the design, development, and testing of computing systems and software products. Available November – March XX.

**EDUCATION:** **Rochester Institute of Technology** **Rochester, NY**  
Bachelor of Science in Computer Science Expected May 20XX  
GPA: 3.3 (PFOS 3.6)  
**Courses:** Artificial Intelligence, Data Communications & Networking, Operating Systems, Cryptography, Programming Language Concepts, Digital Design, Software Engineering, Computer Graphics, Computer Organization

**SKILLS:** **Programming Languages:** C++, C, Java, Perl, Lisp, Pascal, HTML, Asm, SQL  
**Operating Systems:** Unix/Linux, Windows XP/ME/2000, Solaris 8  
**Development Software:** Microsoft Visual C++, Rational Rose (UML Diagramming), Gnu Emacs Programmer's Text Editor, Microsoft Visio  
**Software:** Microsoft Word, Excel, PowerPoint  
**Techniques:** TCP/IP, UDP, DHCP, COM, Open GL, DirectX, Win32 API, MFC  
**Other:** Ability to handle many responsibilities and desire to learn necessary skills  
Work effectively and efficiently with co-workers  
Excellent oral and written communication skills

**PROJECTS:**

- Team Leader for a Java-based Bowling Simulator project including fully synchronized and persistent database; held meetings, designed a working product which met customer needs.
- Using Java, designed and implemented a graphical based, multi-threaded simulator for a heating system in a dynamic world.
- Created a genetic algorithm in C++ to find the optimal arbitrary number of arbitrary size of boxes to fit into a room.

**EXPERIENCE:**

**Rochester Institute of Technology** **Rochester, NY**  
**Cook/Server, Student Alumni Union Cafeteria** **9/XX – Present**

- Prepare and serve food to customer specifications
- Maintain a clean work area

**Old Navy** **Rochester, NY**  
**Sales Associate** **5/XX – 12/XX**

- Conducted sales duties involving handling currency, forms, and customer service
- Resolved sales issues concerning both in-person and phone requests
- Provide assistance and advice to customers

**HONORS/ACTIVITIES:**

- RIT Presidential and EMC2 Scholarship recipient
- Treasurer of Computer Science House
- Interests include computer gaming, rock climbing, and travel

**REFERENCES:** Available upon request

## DAVID DESIGNER

ddd2010@rit.edu  
(Address Optional)  
585-111-1111

**OBJECTIVE:** To obtain a cooperative education position in Information Technology with a special interest in human-computer interaction and interactive design. Available June - August 20XX.

**EDUCATION:** **Rochester Institute of Technology** **Rochester, NY**  
Bachelor of Science in Information Technology **May 20XX**  
GPA: 3.25 (PFOS 3.50)  
Honors: Presidential Scholar, Dean's List student

### PROJECTS:

- Human-Computer Interaction: Created a Flash game utilizing human-computer interaction techniques, ActionScript and XML to develop an object-oriented game with movie clips, buttons and sound
- IT Programming I-III: Team Leader for a Java-based Bowling Simulator project including fully synchronized and persistent database; held meetings, designed a working product which met customer needs
- Web Site Design & Implementation: Using MS Access 2003 built database connectivity project including product search web interface coded in JavaScript. Produced a GUI backend for employee use with C# in MS Visual Studio

**Courses:** Database & Data Modeling, Multi-User & Media Spaces, Interface Design, Usability Testing, Effective Technical Communications

**SKILLS:** **Programming Languages:** C++, Java, JavaScript, ActionScript, CSS, HTML, MySQL, XML, PHP  
**Operating Systems:** UNIX/Linux, Microsoft Windows XP, Mac OSX  
**Software:** Dreamweaver, Flash, Microsoft Office, Visio, Adobe Photoshop, Altiris, Active Directory, Fireworks, Director, Minitab, Macromedia Suite, Oracle, Microsoft Access  
**Other:** Excellent oral and written communication skills, PC Proficiency, Customer Service, Leadership

### EXPERIENCE:

**ABC Corporation** **Anytown, NY**  
**Web Designer/Customer Support Co-op** **6/XX – 11/XX**

- Designed and implemented an e-commerce site over multiple stages using PHP, MySQL and RSS
- Gathered user requirements and developed relational database
- Installed and maintained new PCs for programming staff and provided technical user support for systems
- Made recommendations, installed and configured PC-based application software

**Applebee's Restaurant** **Rochester, NY**  
**Server/Cook** **6/XX – 8/XX**

- Prepared and served food to customer specifications providing excellent customer service
- Maintained a clean work area
- Promoted to head waiter after 6 months

### ACTIVITIES:

- Vice President of RIT Game Developer's Club
- Campus United Way Volunteer

**REFERENCES:** Available upon request

# Nellie I. Network

**Local Address:** 111-A Perkins Rd. Rochester, NY 14623 (585) 424-0000  
nnn0000@rit.edu  
**Permanent Address:** 999 First Street Noname, PA 16666 (812) 222-2222  
[www.rit.edu/~xxx0000](http://www.rit.edu/~xxx0000)

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**OBJECTIVE:** Apply skills and knowledge gained through education and personal experience to employment in a co-op position in the Information Technology field. Available: December 20xx.

**PROFESSIONAL QUALIFICATIONS:**

- Skilled in written and oral communication, working in team environment
- Experienced in multimedia development and web design
- Specialized in network and systems administration and system security issues
- Adept at both the Windows platform as well as the UNIX/Linux platform

**EDUCATION:** **Rochester Institute of Technology**, Rochester, New York  
*Bachelor of Science in Applied Networking and System Administration, expected May 20xx*  
**Honors:** Presidential Scholar, Dean's List Student  
**GPA:** **3.5/4.0** within Field of Study; **3.0/4.0** Cumulative

## TECHNICAL COURSEWORK:

Electronic Imaging • Visual Basic for Programmers • Calculus I-III • Interactive Digital Media  
Data Analysis • Data Communications • Human Factors in Information Processing • Needs  
Assessment Intro to Database • Network Transport - Routing and Switching • Internetworking Lab •  
OS Scripting  
Web Site Design and Implementation • Systems Administration • Network Administration

## TECHNICAL SKILLS:

**Software:** Macromedia Dreamweaver, Fireworks, Director; Adobe Photoshop;  
MS Office 97, 2000, MS Access

**Operating Systems:** Windows 2000 Pro, Server / NT4 / 98 / 95 / 3.1, MS-DOS, MacOS 9  
Red Hat Linux 6.2 / 7, Mandrake Linux 7.2  
Windows NT/2000, UNIX system and network services -- DHCP,  
DNS,  
TCP/IP, POP, SMTP  
Cisco Bridging and Routing environment

**Hardware:** IBM PC, Macintosh environments

**Programming:** UNIX shell scripting, MS Visual Basic 6.0, Macromedia Lingo

## PROJECTS:

- Testing Leader in a team project designing and implementing network checkers program in Java
- Designed and implemented UNIX like standard systems applications in C and Intel Assembly
- Gathered requirements from customer, designed and implemented windows applications integrated with relational database. Environment: Windows XP, UNIX, Java, Visual Basic, Microsoft Access, Oracle

## EMPLOYMENT EXPERIENCE:

*Computer Technician* 6/xx – 8/xx

**Micro-Tec Training Center, Inc.**, Anywhere, Ohio

- Performed in-house, on-site troubleshooting and repairs of customer computers and peripherals
- Assisted in maintaining 100+ user network connectivity at a local industry as part of an IT Team
- Exposure to systems and network administration issues in a web hosting environment
- Networking software configuration, CAT-5 cable wiring, and operating systems installation

*Customer Service Representative*

6/xx -- 8/xx

**Ames Department Store**, Noname, Pennsylvania

- Assisted and processed customer merchandise returns
- Conducted sales transactions and processed store phone calls
- Prepared, organized, and maintained store displays

**REFERENCES:** Available upon request

**James Jarvis**  
jaj9175@rit.edu  
(585) XXX-XXXX  
www.JamesJarvis.com

**School Address**

197C Perkins Road  
Rochester, NY 14623

**Permanent Address**

4383 Swan Street  
Ontario, NY 13284

**OBJECTIVE:** To obtain a cooperative education position designing, developing, and testing software. Available December 20XX - May 20XX.

**EDUCATION:** **Rochester Institute of Technology** **Rochester, NY**  
Bachelor of Science in Software Engineering Expected May 20XX  
GPA: 3.50/4.00  
Dean's List all quarters

**Relevant Courses:**

Engineering of Software Subsystems	Computer Science I-III
Personal Software Engineering	Intro to Computer Science Theory
Software Engineering Principles	Professional Communication

**SKILLS:** **Programming Languages:** C, C++, Java, .NET, PHP, CSS, Perl, JavaScript, HTML, XML  
**Applications:** Microsoft Visual Studio, Rational, Eclipse, JUnit, CVS, SVN, Adobe, Macromedia, MS Visio, MS Project, MS Office  
**Operating Systems:** Windows 95/98/NT/2000/XP, MS-DOS, UNIX (Solaris), Linux, Mac OS X

**PROJECTS:**

- Led team of five to design and develop a Java application for teaching children how to spell. Worked in team of four to formally test, document, and correct defects in spelling game.
- Worked in team of four to design and develop a printer simulator in Java.

**EXPERIENCE:**

**Rochester Institute of Technology** **Rochester, NY**  
**Cook/Server, Student Alumni Union Cafeteria** **9/XX – Present**

- Prepare and serve food to customer specifications.
- Maintain a clean work area.

**RIT, Café and Market at the Crossroads** **Rochester, NY**  
**Grill Cook/Cashier** **9/XX – 5/XX**

- Operated grill and cash register.
- Assisted with training new crew members.

**HONORS/ACTIVITIES:**

- Treasurer, Society of Software Engineers (9/XX – Present)
- Division III Cross County and Track and Field (9/XX – Present)

**REFERENCES:**

Available upon request

281D Perkins Road (585) xxx-xxxx  
Rochester, NY 14623 jxs1234@rit.edu

# John Smith

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**Objective** To apply my software development and project management skills to a co-op position that involves the design and development of web applications. Available June – November 20XX.

**Education** Rochester Institute of Technology Rochester, NY  
Bachelor of Science in Software Engineering (*Expected Graduation, May 20XX*)  
Concentration: Communications  
Field of Study GPA: 3.8/4.0, Cumulative GPA: 3.3/4.0

## Relevant Courses

- Engineering Methods for Software Usability
- Software Engineering Process and Project Management
- Methods Specification and Design
- Introduction to Digital Animation
- Computer Graphics I

## Technical Skills

- **Programming Languages:** Java, C, C++, Ruby/Ruby on Rails, PHP, SQL, JSP/JSP/Servlets, C#/.NET Framework/Windows Forms/Web Forms, XML.
- **Operating Systems:** Microsoft Windows from version 3.1 up to and including Vista. Apple OS X, OS 9. Experience using Solaris 9.
- **Software:** Eclipse, CVS/RCS, Ant, Rational Application Developer/RSA/RSM, Tomcat/JBoss, Rational Rose, NetBeans.

## Projects

- Lead on team of four that developed command pattern based, multi-threaded client/server TCP protocol framework with support for systems that require client-representative interactions. Developed in Java.
- Developed distributed maze game utilizing Java RMI.
- Created general problem/puzzle solver implemented in C++ using a strategy pattern. Served as Test Lead on team of five.

## Related Experience

Bush Communications/IDM  
Lead Software Engineer

Rochester, NY  
June – Nov. 20XX

- Developed rich database-backed web applications using Ruby on Rails, J2EE, and PHP.
- Designed and fully developed a web based live chat system using Ruby on Rails and Adobe Flash.
- Designed and developed international website currently supporting seven languages with the ability to add more via a Content Management System.

ITS Resnet - Rochester Institute of Technology  
Senior Residential Computer Consultant

Rochester, NY  
Sept. 20XX – May 20XX

- Helped develop and used strategies to clean computers infected with viruses.
- Provided technical support to over 3,000 students.

## Other Experience

Birdfarm.com Superstore  
Courier

Boardman, OH  
June – August 20XX

- Delivered birds to customers and airport.

**References** Available upon request.

15A Crittenden Road (585) xxx-xxxx  
Rochester, NY 14623 alj1234@rit.edu

# Alaina Jones

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**SUMMARY** Over 5 years of work experience developing high quality software. Excel at applying software development expertise and project management knowledge to create customized applications. Customer-focused with high level design and integration problem-solving skills. Expert-level knowledge of Java, C#, C, C++, and SQL.

**EDUCATION** Rochester Institute of Technology, Rochester, NY  
**Master of Science in Software Engineering**, expected May 20XX  
GPA: 3.50/4.00

Drexel University, Philadelphia, PA  
Bachelor of Science in Computer Engineering, May 20XX  
Minor in Mathematics  
GPA: 3.25/4.00

## COMPUTER SKILLS

	<b>Proficient With</b>	<b>Familiar With</b>	<b>Basic Exposure To</b>
<b>Programming Languages</b>	Java, C#, C, C++, SQL	Python, PHP	JavaScript, CSS
<b>Development Tools</b>	Eclipse, Visual Studio, Silverlight, ASP.NET	Subversion	Xcode
<b>Operating Systems</b>	Windows (XP, 7), Windows Phone, Mac OS X	OpenSolaris, Android	Fedora

## WORK EXPERIENCE

**IBM**  
Software Development Engineer

Research Triangle Park, NC  
October 20XX – August 20XX

- Managed the development of multiple Java- and C-based applications following the software lifecycle. Through improvements to the development process, decreased development cycle time by 10%.
- Created over 500 test cases focusing on usability principles across 30 Eclipse projects.
- Managed on-site translation verification testing in more than 20 languages.
- Created and maintained company's internal web applications using PHP.

**Aetna Inc.**  
Software Engineer

Hartford, CT  
June 20XX – October 20XX

- Designed and implemented a 3-tier web application to provide patients with efficient online access to their claim information using C# and ASP.NET. Software rated "Excellent" for ease of use in survey of 2,000 users.
- Developed business logic in C# language to perform end user activities including login access and data entry of patients' data.
- Created validation routines for data access and data processing in ASP.NET.
- Created cross-platform software using Visual Studio, Silverlight, C#, and SQL for Windows Mobile Phone.
- Coordinated with quality control team to debug and test changes to cross-platform software.

**Ventraq, Inc.**

Software Engineer, Co-op

Mount Laurel, NJ

December 20XX – August 20XX

- Gathered requirements for, designed, documented, and implemented a network server in C# to collect and report events from Cisco switches over UDP.
- Designed and implemented business logic and reports utilizing SQL, C#, and C++.
- Participated in peer reviews of documentation and code.

**Thomson Reuters**

Software Test Engineer, Co-op

Rochester, NY

August 20XX – February 20XX

- Performed Java unit testing on the company's news search web service API using Eclipse.
- Conducted manual user interface testing of the web service.
- Maintained test suites for two software systems using JUnit and TestNG.
- Worked with remote team to create test plans for purposed software features.

PROJECTS

**Android Application:**

- Designed and developed Android OS math puzzle game using Java. Served as team lead for group of five.

**Geospatial Intermodal Freight Transport Application:**

- Created an application in C++ that enables public policy analysts to assess how regulatory changes will impact international shipping routes. Software can be used to analyze effects on overall shipping costs and time.

RELATED

COURSES

Software Engineering Practicum I-III  
Software Modeling  
Software Architecture and Product Lines  
Software Evolution and Re-engineering

ACTIVITIES

IEEE, Member 20XX-Present  
Association for Women in Computing, Member 20XX-Present

VOLUNTEER

EXPERIENCE Habitat for Humanity, Board Member 20XX-Present

**References Available Upon Request**