

SAMPLE RESUMES

FIRST NAME LAST NAME

Permanent Address: 1 Street Lane, Anywhere, NJ 07960, (973) 555-5555

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School Address: 2 Street Road, Rochester, NY 14623, (585) 111-1111

OBJECTIVE

To apply highly developed skills and knowledge through education and personal experience to obtain a full time or co-op position in software development field with an opportunity for potential growth, starting March 20xx.

SUMMARY

- Three years practical experience with C, C++, Java, Data Structures, UML, Object Oriented software design.
- High integrity, dependable, enthusiastic, good communication skills, works well with others.

EDUCATION

Rochester Institute of Technology, Rochester, NY

Bachelor of Science in Computer Science, expected November 20xx

GPA: 2.98 (4.0)

Relevant Courses: Computer Science (C++, Java) Object Oriented Programming, Software Engineering, Operating Systems, Language Processors, Data Communication and Networks, Database Concepts, Database Implementation, Computer Graphics, Intro to CS Theory, Systems Programming I-II, Distributed Systems, Engineering of Software Subsystems (Design Patterns).

Concentrations:

Database Systems: SQL, E/R Data Model, Oracle, Java, relational database applications.

Systems Programming: C, INTEL Assembly, UNIX, process control, signals, low level device programming, client/server, operating system implementation.

Language Processors: J-Lex, Cup, Java, parsing, syntactic and semantic analysis of compilers.

Software Engineering: design patterns, subsystems design, team projects experience.

New Jersey Institute of Technology, Newark, NJ

Pursued Studies in Computer Science, September 19xx – May 20xx

GPA:3.4 (4.0) Within the Field of Study; 2.9 (4.0)

COMPUTER SKILLS

Languages: C, C++, Java, Visual Basic, Visual C++, SQL, HTML, Intel/VAX Assembly.

Environment: Windows NT/98/2000/XP, MS-DOS, UNIX, Linux, Solaris 8.

Applications: Microsoft Visual Studio, JBuilder, Oracle, Goldmine, MS-Access, MS-Office, Quick Books.

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.
- Designed and implemented interrupt driven low level device driver to process input and output without operating system support, process control programs. Environment: C, Intel Assembly, UNIX, POSIX.

WORK EXPERIENCE

Company, Inc., Anywhere, NJ

Programmer/Tester/Software Technical Support, June 19xx – August 20xx, Co-op: May – August 20xx

- Responsible for performing testing tasks requiring planning, scheduling, and testing to assure that developed products and systems met design specifications and were within predefined quality limits and standards. Worked on testing and quality assurance of a legal software system Easy Case and Billing.
- Worked with a client to gather specifications, designed and implemented Easy Landlord System which was integrated with relational database in order to keep track of apartment and tenant info, made necessary calculations and printed reports. Environment: Windows XP, Visual Basic, Microsoft Access Database.
- Supported Legal Software Packages over the phone, reconciled general ledger with Quick Books, designed and implemented documents for existing Legal Packages by client's specifications.

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(585) 444-4444

Super X. Student
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Home Address:
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Columbia, GA 15146
(333) 333-3333

OBJECTIVE To acquire a cooperative education position in the field of software engineering that will broaden my skills. Available for 3 or 6 months beginning June 20xx.

EDUCATION **Rochester Institute of Technology**, Rochester, NY
Bachelor of Science, Software Engineering, Expected: May 20xx
Overall GPA: 3.0/4.0 GPA in Major: 3.6 /4.0

RELEVANT Engineering of Software Subsystems: Design Patterns, Evaluation of Subsystems, Software courses
Engineering: Software Engineering Process, Computer Science I - III: Object-oriented design and programming in Eiffel, Computer Science IV: Object-oriented programming in C++

COMPUTER Languages: C++, Java, Eiffel, Pascal

SKILLS Operating Systems: UNIX, MS-DOS, Windows 3.1/9X/NT, Sun OS
Hardware: PC, Sun
Software: Microsoft Office

ACADEMIC **Computer Science I – III**

PROJECTS Explored basic and advanced Object-oriented Programming principles with Eiffel, as well as code style standards and revision control systems. Designed and implemented an airport flight scheduler with 50 cities and many flights at different times that were arranged without conflicts.

Computer Science IV
Designed and implemented a minimum spanning tree container object, and a multiple level inheritance scheme for media products which were placed in a searchable database. Also, designed and implemented many other C++ programs in group and individual settings.

Software Engineering
Contributed in the design, implementation, documentation and presentation of a large program with five teammates. This advanced course scheduler was written in C++ using Xforms for GUI development. Logged 50+ hours in some weeks of development, in addition to normal class load.

WORK **Student Assistant** September 20xx - present
EXPERIENCE Math and Statistics Department - Rochester Institute of Technology Rochester, NY

- Assist Faculty Search Committee with database development
- Deliver mail, answer phones and other general office duties as assigned

Lab Assistant March 20xx – May 20xx
Software Engineering Department - Rochester Institute of Technology Rochester, NY

- Provided general maintenance for software engineering lab that runs Windows and Linux operating systems
- Assisted students in solving problems pertaining to programming assignments and general computer related issues

Sales Associate June 20xx - August 20xx
Walmart Bethel, GA

- Provided assistance and advice to customers
- Resolved sales issues concerning both in-person and phone requests

INTERESTS RIT Singers, Software Engineering Club, computers, reading, and horseback riding.

David Data

502 Lan Lane, Rochester, NY 14600 Phone: (585) 555-5555 E-mail: dxd9999@rit.edu

Co-op position in Network/System Administration. Available June 20xx.

Objective

Summary

- Strong PC/Network troubleshooting skills.
- Proficient with Windows, Linux and Mac OS.
- Able to work independently or as a part of a team to achieve objective.
- Self-motivated, adaptive, team player and quick learner.

Education

Rochester Institute of Technology

Bachelor of Science in Information Technology

Rochester, NY

Expected May 20xx

- **Concentrations:** Networking and System Administration
- Cumulative GPA 3.1 / Major GPA 3.4

Networking Skills:

- **Protocols:** TCP/IP, NETBEUI, IPX, DHCP, DNS, STA, RIP, OSPF, BGP, IGRP, PPP.
- **Hardware:** Cisco 2500 Routers, Switches, Bridges.
- **Networking Technologies:** Ethernet, Token Ring, Wireless LAN, ATM, Frame Relay.
- **Operating Systems:** Linux, Windows NT/98/2000, MAC OS, MS-DOS.
- **Other:** Queuing, Subnetting, VLAN, ACL, VLSM, NAT, Multicast.

Other Related Skills:

- **Formal Languages:** C, C++, HTML, Java, Visual Basic.
- **Scripting:** Lingo, Awk, bash.
- **Software:** Macromedia Director, Dreamweaver, Fireworks, Adobe Photoshop, MS-Office.

Work Experience

Cool Company, Phoenix, AZ

Feb 20xx – July 20xx

Administered Linux servers, added, removed, and supported users.

Administered apache web server. Configured virtual hosts, set up password protected directories, installed CGI scripts/software, updated content of web pages.

RU Management, Portland, ME

July 20xx – Aug 20xx

Upgraded office computer network, upgraded hardware and software of sixteen nodes.

Jones Computers, Delft, Netherlands

June 19xx – Jan 20xx

Upgraded PC's, resolved hardware and software problems.

Interacted with customers and recommended proper upgrades or new computers based on their present and future needs.

Other Experience

NY Navy National Guard Reserves, Rochester, NY

Aug 20xx - present

Supervising and training new personnel in ship maintenance jobs.

US Navy, Delft, Netherlands

Jan 19xx – Jan 20xx

Inspected, repaired and maintained military ships, ordered parts, documented repair.

Received numerous achievement awards for excellence.

References

Available upon request.

R·I·T

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www.rit.edu/co-op/careers

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