

Resume Tips for Software/IT Majors

Employers are seeking candidates who have the skills, knowledge, and experience that match the job. Help them see that you are a good fit by keeping your resume focused, descriptive, and interesting, and make sure that you customize it for each opportunity. You can customize by changing the Summary, emphasizing certain skills, and/or by moving sections around depending on what is most important to the employer.

1. CONTACT INFORMATION

Include your name in a larger bold font (18-24 pt). Underneath, using as few lines as possible, add your location, telephone number, email, and your LinkedIn and GitHub URLs if you have one. If you are relocating, do not include your current location as employers may think you do not want to relocate. Street address is not necessary.

Brian Jones

brian.jones@gmail.com | www.linkedin.com/in/brianjones | www.github.com/brianjones | 503.249.8874 | Portland OR

2. PROFILE or SUMMARY

Communicate both *what* you are seeking and a few of your *key strengths* related to the position you are seeking. Many employers see Objectives as outdated, so try a Profile or Summary instead (but include a mention of the position you're seeking). A Qualifications Summary with a few bullet points is great for those with more experience.

Summary

Information Technology junior at Oregon Tech with coursework in (X and Y) and experience installing networks seeking summer internship position at [name of company].

3. SKILLS

Technical skills are critical to Software and IT and belong at the top of your resume. "Soft" skills like communication or problem-solving don't belong here, but should be demonstrated in your bullet points and in your well-written resume and cover letter. There are many ways to represent what you know using the skill keywords employers are seeking (read the job description and use the same terminology they use).

SKILLS

Programming: Java, C/C++, Visual Basic, Mathematica, HTML, MathML, JavaScript, SQL

Applications: Macromedia Dreamweaver, Fireworks, Flash, Adobe Photoshop, Illustrator, PageMaker, Oracle, Microsoft Office

Operating Systems: Windows, Unix, Solaris, Linux, DOS

OR

COMPETENCIES

Software

- C# and .NET framework knowledge
- SQL query and database design: T-SQL
- Windows OS and MS office suite
- Android OS and Linux based systems
- Bug testing, root cause analysis, debugging
- Knowledge of ASP .Net APIs and JSON
- Android and Java programming

Hardware

- Computer administration, maintenance and repair knowledge: Advanced
- Networking knowledge including Network Pro Certification: Intermediate
- System troubleshooting skills: Advanced
- Computers designed and built from parts
- Part testing (RAM, MOBO's, Drives, etc.)

4. EDUCATION

Include minors, and your GPA if it's a strength. Were you on Dean's List or President's List? Include those as well. If your Skills section reflects the knowledge you've gained in your courses, you do not need to include these in related coursework. However, technical writing courses, project management, and other course might be helpful.

EDUCATION

Oregon Institute of Technology (Oregon Tech), Klamath Falls OR

Bachelor of Science in Information Technology - Networking Focus

June 2017

GPA: 3.4 Major GPA: 3.7 Dean's List – two quarters

RELEVANT COURSEWORK (*OPTIONAL*):

Networking: (list courses) [note: list the name of your Focused Sequence then relevant courses]

Additional Courses: Business Presentations; Systems Analysis I & II, Relational Database Design, Lean/Six Sigma Management

Rather than a list of individual courses, you may include educational accomplishments:

SKILLS, KNOWLEDGE AND ACCOMPLISHMENTS IN INFORMATION TECHNOLOGY

- Developed computer vision system in Visual C++ for visual detection of vehicle trajectories.
- Developed fast algorithm to find connected components in real time.
- Developed dynamic shareholding method to improve the segmentation result.

5. PROJECTS / RESEARCH

Particularly for those embarking on a new software or IT career, projects are a very important way to show your **applied knowledge**. Include all related projects, including those you have done on your own.

Working on a **senior project** is a huge commitment and a considerable accomplishment. You should have as much about this on your resume as you do about work experiences. You may include it in separate Projects section, or you may put it in your Experience section, since it is so similar to what you might accomplish in a work setting. Other less significant projects would be included in a Projects section. Discuss what you accomplished, and the skills and technology you used to get there.

Employers place a high value on **team projects**. In industry, you will need to interact effectively with other engineers, vendors, contractors, and support staff. Indicating projects in which you are a contributing member of a team reflects valued and needed skills. SET: make sure you indicate that your junior project was a team project.

TECHNICAL PROJECTS – Oregon Tech

Circuit Design Project

- Designed and built operational amplifier, utilizing oscilloscopes, digital multimeters, integrated circuits.
- Tested input and output of different stages for desired specifications.

Research and Technical Writing – Bug Testing

- Researched options for bug testing on mobile devices
- Wrote a recommendation for hypothetical enterprise purchase of debugging software

6. EXPERIENCE

Use short, descriptive bullet points that begin with action verbs e.g., designed, improved) and highlight responsibilities, skills, and accomplishments. Explain how your work added value to the company and quantify results whenever possible. Highlight either the position or the company, whichever you think is more important.

IT EXPERIENCE

Mentor Graphics, Wilsonville OR

Web Administrator

Summer 2015

- Reorganized main website to ensure integrity.
- Designed user interface for transferring paper process to web, increasing customer base by 15%.

OR

Lambert Dental Instrument Manufacturer, Medford OR

Data Analyst/IT Intern

Summer 2014

- Contributed to inventory auto-replenishment project.
- Designed improved dock-to-stock layout and process, decreasing time to customer by 10%.
- Developed electronic quote sheet, resulting in increased efficiency of purchasing.

Experience less related to engineering may still convey many positive aspects of you as a candidate to employers. Whatever experience you have that conveys your strengths, include it in sections such as **Additional Experience** or **Military Service**.

7. INVOLVEMENT/AFFILIATIONS

Include any involvement in student clubs, professional organizations, and community activities. Be sure to highlight leadership roles or positions of responsibility. If extensive, include a separate section. If less extensive and all related to Oregon Tech, you may include in your Education section.

Leadership and Involvement

Student Ambassador

2015-present

Owl Veterans Organization, Treasurer

2014-2015

General Resume Tips:

- NEVER use a template! The embedded tables and macros will not play well with applicant tracking systems. A plain Word document with simple formatting is best. See www.oit.edu/career for more info.
- Don't put your contact information in a header: applicant tracking systems won't be able to see it.
- Be organized, and consistent in the format of how you describe experiences.
- Quantify your experiences when possible: Provided tech support to user network of 1,000+ employees.
- Balance your use of text, bullets, blank space and margins.
- Begin all bullets with action verbs; past tense verbs for past accomplishments.
- Do not use I, me, my (they are understood). You may be more personal in your LinkedIn Summary.
- Do not include references or "References on request" – it's assumed.
- Within each section, use reverse chronological format.
- One page if possible, two is acceptable if you can take up at least half of the second page.
- Use **boldface** and *italics* selectively to highlight important information; avoid underlining.
- NO typos – get someone else to proofread for you

Once you have a text-based resume that showcases your strengths, you MAY consider additional platforms to showcase what you've got to offer. These are by no means necessary, but if they fit with your personality and skills can be a way to differentiate yourself:

- **Graphic Resumes:** "Snazzier" formats only work if they communicate your strengths clearly. Don't be fooled into using lots of colors and graphics if it isn't easy to read.
- **Video Resumes:** These have the capability to show some intangibles your paper resume can't—like confidence, professionalism, and presentation skills. Consider **ONLY** if you can produce something of very high quality, and make it 60 seconds or less.

CALVIN LEE

c.lee@gmail.com | www.linkedin.com/in/calvinlee | www.github.com/calvinlee | 551.877.4587

SKILLS

SQL Server Management Studio
SQLite, C#, C++/C
Microsoft Office, Project, Visio

Team Foundation Server
Microsoft Test Manager
HTML, CSS, JavaScript

Enterprise Architecture
Visual Studio
Unity 4.6

EDUCATION

Bachelor of Science in Software Engineering Technology June 2017
Oregon Institute of Technology (Oregon Tech), Klamath Falls, OR

ADDITIONAL COURSEWORK

Technical Report Writing; Public Speaking; Documentation Development
Small Group and Team Communication; Globalization; Project Management

RELATED EXPERIENCE

Senior Project – Windows/Android Game Fall 2016-Spring 2017

Developed a game for Windows and Android systems using Unity which includes a map creation system that allows users to create the environments in which the game takes place using pre-built rooms. Created project proposal outlining the project's intent, necessary technologies, a list of software subsystems, and system requirements.

- Created Use Cases using Context Diagram, Feature Verification Matrix, Use Case Specifications, and a CRUD Matrix.
- Created an Object Model consisting of UML diagrams and class specifications.
- Used Gantt Charts to structure and track task completion and project milestones.

Junior Project – Web Application Fall 2015-Spring 2016

Team Lead in developing a web application to help students register for classes. The tool allows students to select the classes they wish to take, and generates all possible schedules for those selected classes. Emphasized system analysis and development using a variety of tools including user stories, system requirements, use cases, and class models.

- Used the Agile software development process (SCRUM).
- Learned client-server communication via AJAX/JSON.
- Managed the planning of sprints and meetings using Microsoft Project and Trello.
- Collaborated in a team environment with 3 other developers.

Internship – Testing Engineer, Forgone Laboratories, Tacoma, WA Summer 2014

- Learned the fundamentals of C#.
- Wrote SQLite queries and connection strings.
- Used Microsoft Test Manager to write manual/automated unit tests and run them.

ADDITIONAL EXPERIENCE

Loading Crew, Smith Retardant Company, Redmond, OR Summer 2013/2014
Life Guard, SunRanch Athletic Club, Powell Butte, OR Summer 2012
Crew Member, Green Builders Fairbanks, AK Summer 2011