

Sample Resume

Your Name

Your email address

(Give date that resume was prepared)

SUMMARY

(Give a brief summary of your professional expertise.)

Example:

Two years professional experience in software engineering and testing using Visual C++.

PROFESSIONAL SKILLS

Example:

Programming Languages: Visual C++, C, Java

Databases: SQL, MS Access

Tools: MFC, UML, MS Visual Studio 97, Visual Source Safe, Procom Plus, J
Together

Platforms: Windows 95/98/NT, UNIX

Networks: CGI Script, Perl, UNIX, Windows NT, HTML

Others: Strong knowledge of the software lifecycle, CORBA, EJB

PROFESSIONAL EXPERIENCE

Company Name, address, Start date - End date.

Position: eg., Software Engineer

(Note: sort all projects in descending order from start date)

Project start date – end date:

Please describe the project

Responsibilities

Eg,

- Designed and implemented the user interfaces (UI).
- Performed Unit Tests.
- Specified and performed Feature Deliverables Test plans.
- Coded ProcomPlus scripts to simulate the network station behavior.
- Used: **MS Visual C++, MFC, MS Developer Studio, Windows 98/NT, ProcomPlus**

Project start date – end date:

Please describe the project

Responsibilities

Eg,

- Performed Unit Tests.
- Specified and performed Feature Deliverables Tests.
- Used: **MS Visual C++, MFC, MS Access, SQL, Windows 95**

IT CERTIFICATIONS

(List any IT certifications you have received—provide details on certifying organizations, skills, scores, and dates. You are required to send supporting documents of all certifications listed.)

EDUCATION

(Give details on all colleges, universities, and other post-secondary institutions attended.)

Example: BS in Computer Engineering, Belkent University, Ankara, Turkey,
1994-98 GPA is 3.5

PROFESSIONAL TRAINING

(Give details of any IT training—seminars, etc.—you have had which was not received at one of the institutions listed in the "Education" section above.)

SCORES

(If you have taken the GRE or TOEFL tests, list all scores here.)

HONORS

(List any scholarships or other honors you have received)