

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)

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.

_____ ; _____ ; _____ ; _____

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.)

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.

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

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.)

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

xxxxxxx@rit.edu

(xxx) xxx-xxxx

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

xxxxxxx@rit.edu
(Address Optional)
xxx-xxx-xxxx

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

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
xxxxxxx@rit.edu
(XXX) 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**
Bachelor of Science in Software Engineering
GPA: 3.50/4.00
Dean's List all quarters

Rochester, NY
Expected May 20XX

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
Cook/Server, Student Alumni Union Cafeteria

Rochester, NY
9/XX – Present

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

RIT, Café and Market at the Crossroads
Grill Cook/Cashier

Rochester, NY
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

John Smith

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.

Alaina Jones

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**

	Proficient With	Familiar With	Basic Exposure To
Programming Languages	Java, C#, C, C++, SQL	Python, PHP	JavaScript, CSS
Development Tools	Eclipse, Visual Studio, Silverlight, ASP.NET	Subversion	Xcode
Operating Systems	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 by10%.
 - 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