

# GCCIS Resume Template

NAME

E-Mail Address (best to use your @rit.edu address)

Street Address, City, State, Zip Code (include both home and school)

Phone Number (one you can be reached at or can leave a message)

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

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**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 PFOS)	
Can include scholarships, awards, honors	

Previous Colleges (same format as above)

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**RELEVANT COURSES:**

(optional) List your upper level and most relevant courses (use columns or commas)

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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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**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

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

Name of Company	City, State
Position Title	Dates Worked

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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**SAM STUDENT**  
sas9175@rit.edu

**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
- Member of Leadership Education and Development (LEAD)
- Interests include computer gaming, rock climbing, and travel

**REFERENCES:**

Available upon request