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)
_____

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)
_____
_____
_____
_____

RELEVANT COURSES: (optional) List your upper level and most relevant courses (use columns or commas)
_____   _____
_____   _____
_____   _____

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
_____
_____
_____
_____

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

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_____

REFERENCES: Available upon request. (If you have space, you can include this line. References (2-3 professional references, i.e. professors, supervisors, club advisors) should be on a separate page with name, title, company, address, phone number and e-mail.)

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Resume Tips & Reminders:
- Should be on one page
- No "I" statements (narrative)
- No personal information (sex, age, photo)
- Spelling & grammar perfect
- Don't overcrowd – make it easy to read
- Have your resume critiqued

SAMPLE
- -

SAM STUDENT
sas9175@rit.edu
(585) XXX-XXXX

School Address	**Permanent Address**
197C Perkins Rd	4383 Swan St.
Rochester, NY 14623	Amherst, NY 13284

OBJECTIVE: To obtain a cooperative education position involving the design, development, and testing of computing systems and software products. Available November 200X - March 200X.

EDUCATION: **Rochester Institute of Technology**   **Rochester, NY**
Bachelor of Science in Software Engineering   Expected May 20XX
GPA: 3.3 (PFOS GPA: 3.6)
Courses: Software Engineering, Engineering of Software Subsystems, Software Verification and Validation, Principles of Concurrent Software

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

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
- 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 the spelling game

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
- Resolved sales issues
- Provided assistance and advice to customers

HONORS/ACTIVITIES:

- RIT Presidential and EMC^2 Scholarship recipient
- Treasurer of Society of Software Engineers
- Interests include computer gaming, rock climbing, and travel

REFERENCES:
Available upon request

281D Perkins Road   (585) xxx-xxxx
Rochester, NY 14623   jxs1234@rit.edu

John Smith

Objective   To apply my software development and project management skills to a co-op position that involves the development and design of computer software. Available June – November 200X.

Education   Rochester Institute of Technology Rochester, NY
- Bachelor of Science in Software Engineering
  (Expected Graduation, May 20XX)
  Concentration: Communications
  PFOS GPA: 3.8, Cumulative GPA: 3.3, Dean's List all quarters

Technical Skills

- **Programming Languages:** Java, C/C++, Ruby/Ruby on Rails, PHP, SQL, JSP/JSF/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 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.

Related Experience

Bush Communications/IDM   Rochester, NY
Lead Software Engineer   June – Nov. 200X
- Developed rich database-backed web applications using Ruby on Rails, J2EE, and PHP.
- Designed and fully developed into production environment a web based live chat system using Ruby on Rails and Adobe Flash.
- Designed and developed internationalized website currently supporting seven languages with the ability to add more via a Content Management System.

ITS Resnet - Rochester Institute of Technology   Rochester, NY
Senior Residential Computer Consultant   Sept. 200X – May 200X
- Helped develop and used strategies to clean virus infected computers, as well as provide tools to prevent further infections.
- Provided technical support to students.

Other Experience

Birdfarm.com Superstore   Boardman, OH
Courier   June – August 200X
- Delivered birds to customers and airport.

References   Available upon request.