

I School Student

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Comment [m1]: Sample resume – content is only an example and includes information based on a fictional computer programmer

Comment [m2]: Resumes should be submitted in PDF, not word. This keeps the format from drifting across platforms.

Comment [m3]: No lines or underlining

Comment [m4]: While the standard is to use a “sans serif” (i.e. Ariel or calibri), it is really up to the individual as it helps express your personality. Keep in mind that the resume needs to be legible and silly fonts like Cooper Black may be detrimental to an applicant.

The font size should be around 10, 11 or 12

Comment [m5]: Headings (limit 5)

Education

University of California, Berkeley School of Information

Master of Information Management & Systems, May 2014

- School activities, relevant projects, honors can go here or in “Additional”

University of California, Berkeley

Bachelor of Arts in Major, May 2005

- School activities, relevant projects, honors can go here or in “Additional”
- Completed programming courses/languages

Experience

2010–Present

Contoso Pharmaceuticals Programmer Analyst

City, State

- Primary responsibilities include design and development of server code.
- Develop and test new financial reporting system using Visual Basic.
- Perform modifications on existing financial software.

2007–2010

Wide World Importers Programmer Analyst

City, State

- Created online and batch test plans using critical test dates.
- Established and tested the new inventory management system using C++.
- Modified and tested order processing system using C++.

Comment [m6]: Indicate years only – no months unless it’s an internship

2005–2007

The Phone Company Information System Specialist

City, State

- Provided object-oriented design, programming and implementation support to the customer billing system, written in C++.
- Prepared test plans, data and user documentation for customer billing system.
- Problem-solved hardware issues with fault-tolerant hard drives.

Languages

- Proficient in: Microsoft Visual C++® and C
- Familiar with: C#, Microsoft Visual Basic®, Java

Software

- Database: Microsoft SQL Server and Microsoft Access
- Platforms: Microsoft Windows® 2000, Microsoft Windows XP

Additional

- Fluent in English and Spanish
- Basic conversational skills in French and Italian
- Enjoy global travel, cooking, and exercise

Comment [m7]: Leave at least ½ inch margins

Comment [m8]: The length depends on the person and amount of work experience they have. Two pages is the absolute limit though