



## Header:

- 1) Your name should be legible and the largest element
- 2) Be sure your email address is professional
- 3) Be sure to include your phone number and update your voice-mail

Recruiters recommend this

### Casey Tech Student

(970) 555-555  
ctechstudent@rams.colostate.edu  
http://github.com

#### SUMMARY OF QUALIFICATIONS

- Programming Languages: Java, C++, Assembly, Python, Swift
- Operating Systems: Linux (Fedora, Ubuntu, Debian) Mac OS X, Windows
- Knowledge of data structures, sorting algorithms, system security, tree/traversal algorithms, multi-core programming, Scrum, Agile Development, GitHub, encryption algorithms, system security, software design patterns
- Self-funded education while working 30 hours/week while attending school full time
- Developed customer service skills while working as a computer aide and tutor

#### EDUCATION

##### Bachelor of Science in Computer Science

Colorado State University, Fort Collins, Colorado

Expected May 2018

GPA: 3.45

##### Associates of Applied Science, Cum Laude

Front Range Community College, Fort Collins, Colorado

May 2016

GPA: 3.62

#### TECHNOLOGY PROJECTS

##### Circular Doubly Linked List

January 2017 - May 2017

- Utilized knowledge of C programming language to read a text file that put dictionary entries in alphabetical order
- Developed each node to have an auto-generated linked list underneath that held specific word entries
- Searched linearly to find the values, recursively, alphabetically, and in forward and reverse orders
- Presented project to class of 25 students, including written and oral report on process and outcome

##### Chat Application

August 2016 - December 2016

- Collaborated with team of 3, utilizing GitHub and Scrum process, to develop simple chat application with a Graphical User Interface
- Performed coding for messages and commands, such as blocking and unblocking users, and creating private chat rooms
- Presented and demonstrated the finished system to class of 28 students

#### WORK EXPERIENCE

##### Computer Aide

January 2017 - Present

Morgan Library Computer Lab, Colorado State University, Fort Collins, Colorado

- Troubleshoot computer challenges for students, staff, and faculty to improve their user experience
- Demonstrate excellent customer service skills while providing efficient technology solutions

#### COMMUNITY SERVICE

##### Computer Science Tutor

May 2015 - May 2016

Boys & Girls Club of Fort Collins, Colorado

- Provided guidance and tutoring in computer science to at-risk youth to enhance their technology skills
- Troubleshoot computer challenges for students, staff, and faculty to improve their user experience

#### ORGANIZATIONS

##### Treasurer of Association of Computing Machinery (ACM)

January 2017 - Present

Colorado State University Chapter

- Attended all leadership meetings and collaborated with other student leaders to increase visibility of club on campus, resulting in 10% increase in membership over previous year

## Market Your Qualifications

- 1) Pitch your skills and qualifications for the position
- 2) Directly highlight qualifications requested in the job/internship posting
- 3) Use keywords from the posting to show "fit"
- 4) Tailor your resume for each position to increase your chances to get an interview

List if 2.5 or above

Include personal projects, such as developing an app

Focus on achievements

It is highly recommended to join professional organizations

## What Employers Want:



Recruiters recommend starting bullets with strong actions verbs. For a list of action verbs visit [career.colostate.edu](http://career.colostate.edu) Resource Center.

# Best Practices for Resume



CAREER CENTER  
COLORADO STATE UNIVERSITY

## 3 MAIN FOCUSES



**53%**

of hiring managers say it is extremely important that a candidate tailors the resume to the job **AND** stated that they would like to see more **SPECIFIC** examples when it comes to previous work.

## USING KEYWORDS

Managers look for these keywords in resume examples



## >>> What are HR Managers looking for on a resume?



**77%**  
say relevant experience



**48%**  
say specific accomplishments



**41%**  
say whether or not the resume was customized to the open position

## Sharing Accomplishments



**1/5**

hiring managers say they've hired someone because of their volunteer experience.



**1/3**

hiring managers are interested in seeing hobbies and extracurricular interests.

For more resume samples by industry and other information visit [career.colostate.edu](http://career.colostate.edu) Resource Center

