

Sample Resume Format

Section 1: CONTACT INFO

Mary McKinnon
2672 Waterfall Crescent
Burnaby, B.C. V7R 3W9
Home: (604) 296-3598
Cell: (604) 726-0349
Email: mary_mckinnon@hotmail.com

Section 2: OBJECTIVE

Contract or full-time employment as a team lead, software architect, or senior developer.

Note: Section 2 is optional; it is your preference how much information you would like the reader to have i.e. not to waste each others' time. For some cases, it might be best that you direct the reader to the type of employment you are seeking.

Section 3: PROFILE

- 7 years of experience successfully designing, developing and implementing client server and web based financial, HR/payroll, and accounting software using Visual Basic, Java, XML, COM+, Oracle and MS SQL Server.
- 2 years of experience as a team lead; skilled in motivating and leading peers, and scheduling project activities.
- Expertise in client/server domain: web-based, n-tier architecture and database development.
- Object-oriented development on Windows NT/2000 using Rational Rose and UML methodologies.

Note: Highlight your most marketable skills and experience, area of expertise, or accomplishments. In a snapshot – this is your forte (niche area) not what you would like to do.

Section 4: SUMMARY OF SKILLS

Languages: Visual Basic v.3-6.0 (5yr); Java (2yr); C++ v.6 (1yr); XML (1yr)
Operating Systems: WindowsNT (4yr); Unix (HP/UX, AIX, SunOS) (2yr);
Tools: Rational Rose, VisualAge for Java, TeleUSE, UIM/X
Protocols: TCP/IP, SNMP, CORBA

Note: Group and categorize your skills; list your strongest skill first and years of experience with each. It is best to brainstorm and then organize your information. Do not try to fit your skills into the above sample categories rather create categories that fit your specific expertise. Also, avoid listing all your skills i.e. omit outdated skills. If you find that this section is lengthy, you might want to organize it as an Appendix instead (i.e. put this section at the end of your resume as your "Skills Matrix" or "Summary of Skills").

Section 5: WORK EXPERIENCE

Soft Connections Inc.

October 1996 - Present

A leading provider of customer relationship management (CRM) software and services. Soft Connections delivers technology and best practices that foster loyalty and connect all parties, internal and external, to achieve business and service goals.

Team Lead

- Led the design and development of three-tier, component-based architecture for CONNECT TM 5.0 using VB6, XML 2.0, MSDE, MS SQL Server 7, and Oracle 8.05.
- Mentored junior developers: assisted with code reviews, conducted technology discussion groups and presentations, act as resource for them.
- Liaised and assisted Soft Connections' Client Services, Professional Services, and Production Development and Sales Department with R&D issues.
- Responsible for source code controls and automated builds using Visual SourceSafe and Perl scripts.

Environment: Windows NT/2000, IIS 5, Visual Basic 6, Oracle, MS SQL Server, ERWin, COM+, ADO 2.6, ASP, XML 3, OEAS 3, VBScript, and JavaScript.

Note: Company name, employment duration (month/year-month/year), position/title, and job responsibilities are basic essentials and you need to include these for the reader to gauge your experience. Optional: company profile, project description, environment, etc. depending on years of experience and the length of resume. For out of town candidates, a company profile would help orient the reader. In general, a company profile and project description would be beneficial if space permitting.

Section 6: EDUCATION

WestMost, Master of Software Technology

January 2000 - Present

Enrolled in the Western Canada Master of Software Technology degree program

Expected completion date: September 2003

Microsoft Solutions Framework

Designing Component Solutions

June 1998

Software Development Discipline

April 1998

Simon Fraser University

June 1994

Bachelor of Science - Software Engineering

Note: Two areas of interest 1) highest level of academic schooling and 2) industry training/certification attained. It might be a good idea to separate academic and industry training or to combine both and arrange in chronological order.

Section 7: EXTRACURRICULAR ACTIVITIES / MEMBERSHIPS

- Member of CIPS (1997–Present)
- Member of Visual Basic User Group (1996–Present)
- Avid reader of computer magazines such as VBPI, MSJ, VB Developer, Database Advisor, NT Updates, Interactive Developer, and Computer World.
- Enjoy swimming, skiing and scuba diving.

Note: List the associations you belong to, hobbies you enjoy, or volunteer work, etc. if applicable.

Section 8: REFERENCES

Available Upon Request.

<OR>

Douglas Hunt
CGI International Corporation
Manager, Software Development
Tel: (604) 521-2643
Email: Douglas.Hunt@cgi.ca

Note: Two approaches: 1) put Available Upon Request or 2) list your references. With references, please ensure they are your past supervisors/managers (i.e. directly supervised your work and can comment on your performance). Do not provide peers or colleagues unless there are extenuating circumstances to do. Identify the following: manager's name, title/position, company name, telephone number, email, etc. when providing a list of references.

This resume is fictitious. It should serve only as a sample resume format. The title captions and content can be tailored to suit you, whether you seek employment in software, hardware, network/technical services, management, engineering, telecommunications, accounting & finance, sales & marketing, or administration & general services.

If you require more information, please visit www.beyond-tech.com.

SUMMARY OF SKILLS (Appendix/Alternate version of Section 4)

Language (version)	Last Used	Experience
Visual Basic v.6	Current	5 years
VC++ v.6	Current	6 years
Java v.1.3	2001	1.5 years
PowerBuilder v.6	1996	3 years

Databases (version)	Last Used	Experience
MS SQL Server v.6.5/7/2000	Current	5 years
Oracle v.8i	Current	3 years
Informix	1997	1 year
Sybase	1996	4 years

Tools Used (version)	Last Used	Experience
VisualAge for Java	2000	3 years
Hot Metal Pro 4.0	1998	1 year
PowerDesigner	1997	3.5 years
Visual Works 2.5	1996	1 year

Applications (version)	Last Used	Experience
MS Office 2000	Current	3 years
MS Project	Current	5 years
Visio	Current	2 years

Operating Systems	Last Used	Experience
Windows 98/NT/2000	Current	4 years
Unix (Sun, SCO, HPUX)	1992	3 years
Mac OS	1990	2.5 years
OS/400	1987	2 years

Hardware	Last Used	Experience
IBM PC	Current	8 years
HP 9000	1992	7 years

Note: Brainstorm and then organize your information. Sample categorizes:

- Languages
- Databases
- Methodologies
- Operating Systems
- Hardware
- Telecom/Network Protocols
- Test Tools/Equipment
- Software Management Standards
- Tools & Environments
- Industries
- Applications
- Different roles/types of positions

If you have written industry articles or published reports/research findings - list them.