

# Resume Guidelines

Employers give resumes approximately a **six-second review**. Does your resume get you noticed? Are you getting calls from employers? If not, your resume may need improvement.



The focal point of a resume is the top third so of the page, so the most relevant information should be listed as shown here.



Be sure your resume addresses the skills listed in the job post.

Online job boards use "Applicant Tracking Systems" (ATS) to scan for words in the job posting.

If key words are missing, you will not go forward in the screening process.

Revise your resume for each position you are applying for to ensure the skills you have, match the job requirements, and do the same when you write your cover letter.

DO NOT USE A TEMPLATE. Although templates may look nice, they do not transition well into ATS.

Internships & Special Course Projects

Include any of your internships and/or course work that relates to the position you're applying for to tie in some related experience.



Sometown, MA02124  
jbd@somedomain.com

555-555-5555  
LinkedIn URL

## Summary

Highly motivated technology professional launching career as a software quality engineer. Experience testing software systems supporting VB.Net products and interfaces. Knowledge of industry QA methodologies and the Software Development Life Cycle (SDLC).

- Software Testing
- User Training & Support
- Configuration
- Debugging
- Script Development
- Troubleshooting
- Test Plans
- Project Management
- Technical Writing (Manuals/System Specs)

## Certifications

Oracle Certified Professional, Java SE 8 Programmer (OCPJP)  
Oracle Certified Associate, Java SE 8 Programmer (OCAJP)  
Professional Experience

## Technical Skills

Familiar with MS programming technologies including: .Net Framework, C#, VB.Net, SQL Server, T-SQL, IIS and ASP. Dedicated to continuing professional development - recently earned Java SE 8 Programmer certification and completed an intensive VB.Net training program.

## Education & Training

ABC University, Sometown, MA - Bachelor of Science, Major in Computer Science

May 2020

GPA: 3.8

### Course Highlights:

Object-Oriented Programming, Object-Oriented Data Structures and Algorithms, Database Management Systems, Application Server Programming, Human Computer Interaction, Enterprise Software Architecture, Technical Communication, Information Systems Security

ABC Technology Firm, VB.Net Desktop and Database training (10-day program)

## Internships/Special Course Projects

National Strategic Research Institute, Anywhere, MD

June 2015 – July 2015

### Internship

Researched and tested analytic data during the testing phases of the electronic wireless product named ESP8266. Monitored network performance and checked network protocol connections to secure network traffic volume for cyber threats.

## Work Experience

DEF Company, Sometown, MD

June 2016 to Present

### Software Quality Engineer

Plan, develop and administer software test plans to detect and diagnose errors and bugs for the company's VB.Net product line.

- Perform regression, integration, platform and performance testing to certify the stability and usability of software systems.
- Develop and execute test programs that help improve accuracy of QA results.
- Provide comprehensive software release documentation and training to support staff after compiling QA test outcomes.



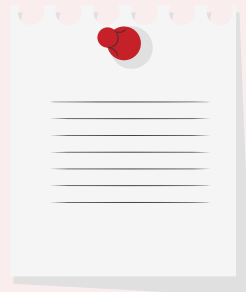
## Summary

A **summary statement**, focuses more on the company's needs, rather than the needs of the job seeker. This should highlight how you've applied your skills to achieve results. Use work history to show the hiring manager why you are the best fit for the position.



## Education & Training

You do not need to list high school on your resume since it is required for college. You can include honors and awards in a separate section at the bottom titled Honors/Awards. You should include your coursework to show what you have learned. It will help match the job requirements, particularly if you do not have any directly related work experience.



The closer you match the position and show the employer how you would add value to the organization, the better your chances of job search success!



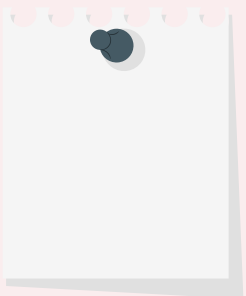

Resume Format Tips on the next page...

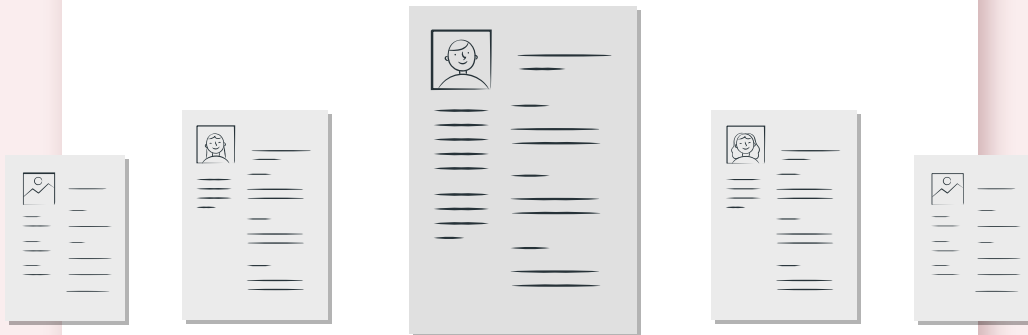


# Resume Format

## Formatting Rules:

### Resumes:

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- Are written in reverse chronological order: present or most recent experience listed first
  - Should be attractive and easy to read; no templates
  - Use a professional font (size 10 min., 12 max; 14 can be used for titles.); no color
  - 0.5" – 1.0" margins
  - Be concise—one page is typical for college students and recent graduates but it is okay to go onto a second page as long as the information is relevant to the position you are applying to
  - Single spaced; consistent use of bolding, underlining, italics, and font sizes
  - Be careful—no errors!
  - Do not fold, staple, or mutilate
  - References are expected to be given in a separate document so they do not need to be referenced or included on your resume.



If you would like assistance and/or additional information please contact Career Services.

Appointments can be made by email at [careers@captechu.edu](mailto:careers@captechu.edu), or through Symplicity at <https://captechu-csm.symplicity.com>.

