

## **Resume Worksheet**

**Name** (*Use a larger size font for your name*)

Contact Information: School Address (Street, City, State, Zip) Phone and UIS E-mail

**OBJECTIVE** (Optional, short and concise; **do not use I or my**) **Example: Obtain a UIS Student Worker Position** 

**PROFILE OR SUMMARY** (Summarizes the most important skills, qualifications, accomplishments, and years of experience and personality traits <u>you have to offer</u> the prospective employer; use bullet format) Example:

- Graduate student with 1 year of database experience
- Add significant honors and awards
- Relevant Certificates with year received

**EDUCATION** (Start with UIS then Undergraduate Degree) Example:

University of Illinois, Springfield, IL Beginning Fall 202?

Master of Science in Computer Science GPA: (List if above 3.0)

Name of University, City/State

Degree Received

Month/Year Graduated

GPA: (List if above 3.0)

## **TECHNICAL SKILLS SECTION:**

**Databases:** Microsoft SQL Server 2012, Oracle 11g, SQL SAP R2, Microsoft Access, Adobe FileMaker

**Software/ERP:** PeopleSoft Campus Solutions, Microsoft SharePoint 2010 **Data Mining:** WEKA and RapidMiner Machine Learning Software

Programming: T-SQL, SQR, Java, C, C++, Scheme, JavaScript, Excel VBA, and HTML

WORK & INTERNSHIP EXPERIENCE (Highlight skills used, abilities, and competencies rather than duties)

Job TitleCompany Name, LocationMonth/Year Begin and End Dates

- Use bullet not sentence format and start with relevant action words
- Describe the skills used and accomplishments
- Do not use Proper Pronouns (I, me, my, they, their, or our) when describing your competencies/skills

**ACADEMIC PROJECTS** (Use only if you have no relevant internship or work experiences)

**Database Project** (type of project, do not use the name of the project)

- Have 3-4 bullets describing skills, tools and environment used to complete
- Role on team and number of members
- **Example:** Created tables and queries using MySQL (*Details of what you actually did*)

**SCHOOL INVOLVEMENT** (*Include student organizations and sports. Indicate roles or positions of responsibility*)

- Not a Required Section. Use this section to show employer your transferable and relevant skills.
- Elected President of Student Government during academic year 202?.

**VOLUNTEER ACTIVITIES** (*Begin with most recent experience*)

Role Name of Organization/City/State Dates

- Not a required section. Use this section to show employers your transferable and relevant skills.
- Use bullet not sentence format and start with relevant action words.
- Describe the skills used and accomplishments.





