

Resume Example

Your Full Name

Phone Number | Email Address | City, State | linkedin.com/in/yourname



PROFILE or CAREER OBJECTIVE

Current Cuyahoga Community College associate degree student in Information Technology. Skilled in programming and development. Seeking internship opportunities in programming and development.

EDUCATION

Cuyahoga Community College, Cleveland, OH

Exp Grad: Month 20XX

Associate of Applied Business, Information Technology

GPA:

Relevant Coursework: Enterprise Database Systems, Interactive Internet Programming, Data Structures and Algorithms

HONORS/AWARDS (optional)

Dean's List

Semester 20xx – Semester 20XX

SKILLS

- Skill 1
- Skill 2
- Skill 3

WORK EXPERIENCE

Name of Employer, City, State

Month 20XX – Month 20XX

Job Title

- Designed and implemented a proof of concept using C# and .NET with accuracy of 77% using Optical Character Recognition technology for an internal application used by Medical Mutual employees
- Created a website using Node.js for the employees who participate in the customer loyalty program
- Performed usability testing on the built proof of concept to ensure the web application was user-friendly

Name of Employer, City, State

Month 20XX – Month 20XX

Job Title

- Deployed fast, efficient backup and recovery on VMware vSphere using virtualized software
- Successfully implemented a data protection proof of concept that generated \$3M in revenue
- Explored scripting (Python) to automate tasks while implementing data protection services

PROJECTS

Business Simulation

Semester 20XX

- Collaborated with a team to create and implement a marketing strategy for a hypothetical shoe company
- Created brand logos and a brand identity; focused on using warm colors in the brand style guide
- Developed infographics for Facebook and Instagram using Canva to highlight the product line

VOLUNTEER EXPERIENCE (optional)

Rainbow Babies and Children's Hospital, Cleveland, OH

Month 20XX – Month 20XX

- Volunteered with children of various ages (infancy to young adulthood) and provided age-appropriate activities during their hospital stays in the Immunocompromised Unit-R2

CERTIFICATIONS (optional)

Certification Name, Issuing Organization, Month 20XX



**Career
Marketplace**

Resume Example Explained

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PROFILE or CAREER OBJECTIVE

Use an objective if you are a current student, recent graduate or new professional. An objective should focus on three ideas: the position you are seeking, which industry or environment you prefer and which skills you are bringing to the company or organization. Use a professional profile or summary if you have several years of full-time professional experience. Both serve as the equivalent of your “elevator pitch,” succinctly presenting details of your background, strengths, most marketable skills and important personality traits.

EDUCATION

List the colleges you have attended in reverse chronological order, the current or most recent being first. Include the name of the college, location, graduation date or expected graduation date, degree and GPA if 3.0 or above.

HONORS/AWARDS (pick one; optional)

This includes a scholarship or other recognition.

SKILLS

List relevant computer, language, software, technical or interpersonal skills.

WORK EXPERIENCE

Company Name, City, State

Dates Worked: Month 20XX – Month 20XX

Title, Department (when possible)

- Use accomplishment statements when possible.
- Begin with an action verb: What did you do? How did you do it? What were the results?
- Can you quantify results with numbers or a percentage?

RELATED COURSEWORK OR PROJECTS (optional section):

Use this section if you have projects or classes that relate to the internship or job you are applying for. This helps the reader connect your studies to the job. Leave out intro classes and class numbers.

VOLUNTEER EXPERIENCE OR COMMUNITY INVOLVEMENT (optional)

Volunteer experience counts, even if you weren't paid. Include volunteer work with organizations, schools, community groups or nonprofits on your resume. You can also use this section to highlight student clubs, leadership roles, athletics and professional associations.

CERTIFICATIONS (optional)

Certifications can show employers that you have specialized skills or training. Include certifications that are relevant to the job you want, especially those that help you stand out as a candidate. List the certification name, issuing organization and date earned or expiration date, if applicable.



Career
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