Oregon TECH
Resume Tips for CSET/IT Majors

Employers are seeking candidates who have the skills, knowledge, and experience that match the job. Help them see that you are a good fit by keeping your resume focused, descriptive, and interesting, and make sure that you customize it for each opportunity. You can customize by changing the Summary, emphasizing certain skills, and/or by moving sections around depending on what is most important to the employer.

CONTACT INFORMATION

Include your name in a larger bold font (24+ pt). Underneath, using as few lines as possible, add your location, telephone number, email, and your LinkedIn and GitHub URLs if you have them. If you are relocating, do not include your current location as employers may think you do not want to relocate. Street address is not necessary.

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SUMMARY or HEADLINE

This initial section is where you communicate a few of your key strengths **related to the position** you are seeking. Most employers see Objectives as outdated, so try a Profile or Summary instead. A bulleted Summary of Qualifications is great for those with more experience who can address most of what's in the job description.

Summary

Embedded Systems Engineering junior at Oregon Tech with skills in X and Y (related to job you're applying to) and experience in Z (project or work experience, again related to specific job).

-OR-

Software Engineering Intern Candidate

SKILLS

Technical skills are critical to Software and IT and belong at the top of your resume. There are many ways to represent what you know using the skill keywords employers are seeking (read the job description and use the same terminology they use). Other skills like project management and customer service are also key.

Whatever skills you list, have *examples* of how you've used those skills in your Projects or Experience.

SKILLS
Programming: Java, C/C++, Visual Basic, Mathematica, HTML, MathML, JavaScript, SQL
Applications: Visual Studio, GCC, GDB, Altera Quartus II, LT Spice, Visio, OrCad, Microsoft Office
Operating Systems: Windows, Unix, Solaris, Linux, DOS
Project Management: Agile, MS Project
Professional: Business Presentations, Technical Writing / Documentation

-OR-

Programming Languages: C++, C, C#, Python, Assembly
Technologies: Git, Command Line, Powershell, Bash, Linux Development Environment, Yocto Project
Tools: Visual Studio, Logisim, Quartus, MPLab, Modelsim, Magic VLSI, Oscilloscope, Power Supply
Hardware: FPGA RTL Prototyping and Testing, Verilog HDL, UART, RS-232, PIC32 Microcontroller

COMPETENCIES

Software

- C# and .NET framework knowledge
- SQL query and database design: T-SQL
- Windows OS and MS office suite
- Android OS and Linux based systems
- Bug testing, root cause analysis, debugging
- Knowledge of ASP .Net APIs and JSON
- Android and Java programing

Hardware

- Computer administration, maintenance and repair knowledge: Advanced
- Networking knowledge including Network Pro Certification: Intermediate
- System troubleshooting skills: Advanced
- Computers designed and built from parts
- Part testing (RAM, MOBO's, Drives, etc.)

EDUCATION

Were you on Dean's List or President's List? Include those and include minors as well. If your Skills section reflects the knowledge you've gained in your courses, you do not need to include these in related coursework. However, technical writing courses, project management, and other courses might be helpful.

NOTE: employers tell us that if they have a GPA requirement (becoming more common) and you do NOT have a GPA on your resume, you will not be considered. It's safest to include your GPA if it's 3.0 or higher.

EDUCATION

Oregon Institute of Technology (Oregon Tech), Klamath Falls OR
Bachelor of Science in Information Technology - Networking Focus   June 2019
GPA: 3.4   Major GPA: 3.7   Dean's List – two quarters

PROJECTS / RESEARCH – very important!

Particularly for those embarking on a new software or IT career, projects are a very important way to show your **applied knowledge**. Include all related projects, including those you have done on your own.

Working on a **senior project** is a huge commitment and a considerable accomplishment. You should have as much about this on your resume as you do about work experiences. You may include it in separate Projects section, or you may put it in your Experience section, since it is so similar to what you might accomplish in a work setting. Other less significant projects would be included in a Projects section. Discuss what you accomplished, and the skills and technology you used to get there.

Employers place a high value on **team projects**. In industry, you will need to interact effectively with other engineers, vendors, contractors, and support staff. Indicating projects in which you are a contributing member of a team reflects valued and needed skills. SET: make sure you indicate that your junior project was a team project.

You may also include **personal projects** – building an app, setting up a network, anything that shows your technical and problem-solving expertise.

TECHNICAL PROJECTS – Oregon Tech

JUNIOR PROJECT (TEAM BUILD) – TITAN LOGIC MANAGER

- Collaborated with a team of four to build a protocol translation middleware to query and synchronize intersected patient records between a Picture Archiving and Communication System (PACS) and a Hospital Information System (HIS)
- Implemented the bridge for PACS with C#; Assisted with implementing the bridge for HIS with Java

OTHER PROJECTS

Hardware: Designed and built systems using oscilloscopes, digital multimeters, and logic analyzers.

Software: Designed and created C++ Windows GUI application to gather and analyze data from scoring and video hardware, including multiple wireless and wired sources.

Technical Writing and Presentation: Authored project proposals and progress reports, presented design reviews, successfully incorporated feedback, managed build and bug elimination segment of project

EXPERIENCE

Use short, descriptive bullet points that begin with action verbs e.g., designed, improved) and highlight responsibilities, skills, and accomplishments. Explain how your work added value to the company and quantify results whenever possible. Highlight either the position or the company, whichever you think is more important.

Programmer Analyst Intern   06/2018-09/2018
JELD-WEN, Klamath Falls, OR
- Developed, designed, and tested window and door electronic catalogs using Edgenet m2o System
- Utilized Edgenet programming to automate quoting and ordering for company products
- Performed quality analysis on program logic and system code
- Documented and reported technical and functional issues

-OR-

Lambert Dental Instrument Manufacturer, Medford OR
Data Analyst/IT Intern   Summer 2017
- Contributed to inventory auto-replenishment project.
- Designed improved dock-to-stock layout and process, decreasing time to customer by 10%.
- Developed electronic quote sheet, resulting in increased efficiency of purchasing.

Experience less related to engineering may still convey many positive aspects of you as a candidate to employers. Whatever experience you have that conveys your strengths, include it in sections such as **Additional Experience** or **Military Service**.

INVOLVEMENT/AFFILIATIONS

Include any involvement in student clubs, professional organizations, and community activities. Be sure to highlight leadership roles or positions of responsibility. If extensive, include a separate section. If less extensive and all related to Oregon Tech, you may include in your Education section.

Leadership and Involvement
CSET Student Ambassador   2017-present
Owl Veterans Organization, Treasurer   2017-2018

GENERAL RESUME TIPS

- ➢ **No templates!** The embedded tables and macros will not play well with applicant tracking systems. A plain Word document with simple formatting is best. See www.oit.edu/career for more info.
- ➢ **No headers or footers**: applicant tracking systems can't read them.
- ➢ Be organized, and consistent in the format of how you describe experiences.
- ➢ **Quantify** your experiences when possible: Provided tech support to user network of 1,000+ employees.
- ➢ Balance your use of text, bullets, blank space and margins.
- ➢ Begin all bullets with **action verbs**; past tense verbs for past accomplishments.
- ➢ Do not use I, me, my (they are understood). You may be more personal in your LinkedIn Summary.
- ➢ **No references** or "References on request" – it's assumed.
- ➢ Within each section, use **reverse chronological format** (most recent experience or project first).
- ➢ **Two pages is totally fine** if you can take up at least half of the second page and the content is all strong.
- ➢ Use **boldface** and *italics* selectively to highlight important information; avoid underlining.
- ➢ **NO typos** – get someone else to proofread for you

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SKILLS
Technical Skills

SQL Server Management Studio	Team Foundation Server	Enterprise Architecture
SQLite, C#, C++/C	Microsoft Test Manager	Visual Studio
Microsoft Visio / Excel	HTML, CSS, JavaScript	Unity 4.6

Professional Skills

Communications: Technical Reports; Public Speaking; Documentation; Team Communication
Project Management: Project Leadership, Agile, Jira, Trello, MS Project

EDUCATION

Bachelor of Science in Software Engineering Technology   June 2019
Oregon Institute of Technology (Oregon Tech), Klamath Falls, OR

RELATED EXPERIENCE

Senior Project – Windows/Android Game   Fall 2018-Spring 2019
Developed a game for Windows and Android systems using Unity which includes a map creation system that allows users to create the environments in which the game takes place using pre-built rooms. Created project proposal outlining the project's intent, necessary technologies, a list of software subsystems, and system requirements.
- Created Use Cases using Context Diagram, Feature Verification Matrix, Use Case Specifications, and a CRUD Matrix.
- Created an Object Model consisting of UML diagrams and class specifications.
- Used Gantt Charts to structure and track task completion and project milestones.

Junior Project – Web Application   Fall 2017-Spring 2018
Team Lead in developing a web application to help students register for classes. The tool allows students to select the classes they wish to take and generates all possible schedules for those selected classes. Emphasized system analysis and development using a variety of tools including user stories, system requirements, use cases, and class models.
- Used the Agile software development process (SCRUM).
- Learned client-server communication via AJAX/JSON.
- Managed the planning of sprints and meetings using Microsoft Project and Trello.
- Collaborated in a team environment with 3 other developers.

Internship – Testing Engineer, Forgone Laboratories**,** Tacoma, WA Summer 2017
- Learned the fundamentals of C#.
- Wrote SQLite queries and connection strings.
- Used Microsoft Test Manager to write manual/automated unit tests and run them.

ADDITIONAL EXPERIENCE

Loading Crew, Smith Retardant Company, Redmond, OR	Summer 2015/2016
Lifeguard, SunRanch Athletic Club, Powell Butte, OR	Summer 2014
Crew Member, Green Builders Fairbanks, AK	Summer 2013