

RESUME FORMAT for COMPUTER SCIENCE

Career Planning, SUNY Potsdam, Sisson Hall 106
Phone (315) 267-2344 Fax: (315) 267-2342

YOUR NAME

College:
Your Mailing Address
City, State Zip
Phone

Home :
Your Mailing Address
City, State Zip
Phone

OBJECTIVE Your objective should be reflective and relevant of the position you are applying to. Don't be too wordy here. Use something like: To obtain a position as a systems analyst.

EDUCATION **B.A.**, State University of New York at Potsdam, Potsdam, NY
Graduation: May 2003
Major: Computer and Information Science
GPA: if it is 3.0 or higher
See introduction of the Resume Guide for a list other options to choose from under education section.

COMPUTER KNOWLEDGE *Sample categories to choose from. Use what fits your background.*
Languages: List the ones you know.

Depth: This is an opportunity to tell the employer what courses you have taken at the 300 or above level. List work or study in systems analysis, numerical analysis, data base, systems design, operations research. If you have nothing to list, omit this section.

Hardware: Make of equipment, models; any work or study that is hardware oriented.

Software: List software with which you are familiar such as data base, wordprocessing, web page design, internet navigation and research tools, presentation software, etc.

Platforms: Include the type of systems with which you are familiar.

Network/Technical Expertise: This will be especially important for jobs that will require technical and network knowledge such as with LAN's or setting up network systems.

COMPUTER EXPERIENCE **Position Title**, employer, city, state dates
If you have held any jobs that relate to the computer field, list them here. Employers will be especially interested in knowing about these. List jobs such as Computer Lab Technician, Computer Consultant, Operations Assistant (also include volunteer work). Highlight the job duties you have completed that related directly to the job for which you are applying.

ADDITIONAL EXPERIENCE List the jobs you've had that don't fit into the computer field such as Waitress/Waiter, Sales Associate, Construction worker. All of these are important because they show responsibility.

PERSONAL *See samples listed in the Resume Guide.*

REFERENCES *See samples listed in the Resume Guide.*