

Resume Writing Techniques

The classic Reverse Chronological format is preferred by the majority of industry hiring managers. When constructing your resume, use present tense statements such as gathering, analyzing, designing, developing, testing, maintaining, supporting, enhancing, documenting.

Reference our resume builder format for your review, which includes a full page of POWER WORDS to be used to emphasize your accomplishments.

Name Address City, State, Zip Code Home phone - Work phone Email address	
Education:	
Month, Year	University of XXXXXXX, City, State (Most recent Degree) B.S.E.E. - emphasis in computers (3.6/4.0 GPA) include if above 3.5 or higher
Month, Year	List other education (other related technical training/certificates) as appropriate.
Technical Summary:	
	List hardware/software you have experience with ranked in order of strength, your strongest skill first. Please ensure anything you include in this section is referenced in the body of your resume. Include versions and release numbers when applicable. Languages: C, C++, Visual C++, Java, Smalltalk, Haskell, Prolog, FORTRAN 77, Pascal, 8085 & 8086 Assembly, Oolong Assembly. Environments: UNIX (HP-UX), Linux, MS DOS, FreeBSD, Solaris, WIN 98/ NT 4.0, IBM AIX. Systems: HP9000, Compaq, SGI, IBM-PC Compatibles. Packages: mSQL, MS-Office, SUN/ONC RPC, Sybase, Oracle 7.3, FoxPro, Power builder 5.0, Java CUP, MPI
Experience:	
Month, Year to Present	Company Name, Inc. City, State CURRENT POSITION TITLE (Month, Year to Present) One sentence description of the company's/group's main business. One to two sentence description of the projects/applications you worked on; include duration of project and number of people on the project team. If management duties, please indicate number of people on staff and any budget responsibilities. Describe in detail what you personally accomplished in complete sentences ideally beginning with active verbs (see list below or attached). Reference what programming languages, operating systems, databases, software, hardware and any tools that you have worked with (please include versions and releases). Use present tense statements such as gathering, analyzing, designing, developing, testing, maintaining, supporting, enhancing, documenting. Ensure any technology included in the Technical Summary above is included in this area. <ul style="list-style-type: none">Use "bullets" for key accomplishments. Quantify statements as much as possible by using phrases such as "Developing an online Order Entry System with 30,000 lines of C++ code for XYZ project in 3 months with only 1 bug."

- Migrating 200+ users from Windows 3.11 to Windows NT Workstations saving \$150K/year... or reducing development time by 30%
- Received "Best in Group" award from ABC for cost reduction initiatives that resulted in savings of over \$1 million.
- Maintained the highest customer satisfaction rating (1994 ratings above 93 percent) while achieving the lowest unit cost of any Group.
- Successfully negotiated with customer for annual budget totaling \$30 million with a 25% profit margin.

PREVIOUS JOB TITLE AT SAME COMPANY (number years and months in position)

One to two sentence description of the group's main business. One to two sentence description of the projects/applications you worked on; include duration of project and number of people on the project team. If management duties, please indicate number of people on staff and any budget responsibilities.

Describe in detail what you personally accomplished. Reference what programming languages, operating systems, databases, software, hardware and any tools that you have worked with (please include versions and releases). Use past tense action statements such as gathered and analyzed, designed, developed, tested, maintained, supported, enhanced, documented, and etc. Ensure any technology included in the Technical Summary above is included in this area.

- Primary accomplishment. Developed a F/A-18 jet mission planning simulator using Visual C++ 5.0/MFC on Windows NT 4.0 Workstation with an Oracle 7.3 RDBMS.
- Second most significant accomplishment. Reduced development time from 4 man months to 2 man months.
- Third most significant accomplishment. Migrated the database from Informix 6.x to Oracle 7.3

Month, Year to Present

Prior Company Name, Inc.

City, State

POSITION TITLE

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Publications:

Awards:

Security Clearance:

Examples of Power Words:

Below are some power words for your resumes:

Accelerated
Accomplished
Achieved
Adapted
Advanced
Administered
Arranged
Built
Conceived
Constructed
Conducted
Consulted
Controlled
Converted
Correlated
Demonstrated
Designed
Detailed
Developed
Devised
Directed
Discovered
Earned
Effected
Eliminated
Ensured
Enforced
Established
Exceeded
Executed

Expanded
Evaluated
Expedited
Formed
Formulated
Founded
Generated
Guided
Headed
Implemented
Improved
Increased
Innovated
Initiated
Inspired
Installed
Integrated
Interpreted
Interviewed
Invented
Justified
Keynoted
Launches
Led
Licensed
Mastered
Mediated
Motivated
Negotiated
Nominated

Operated
Ordered
Originate
Overcame
Performed
Pioneered
Planned
Proficient
Promoted
Proposed
Provided
Recommended
Reconciled
Redeveloped
Reduced
Reinforced
Researched
Reported
Served
Simplified
Solved
Staffed
Strengthened
Structured
Succeeded
Transformed
Unified
Verified
Wrote