



Appendix A: Sample Resumé

Sample Resumé

John Doe
Software Services Inc.
Phone (111) 222-3333, Cell (222) 333-4444
jdoe@home.com

Contract software developer specializing in Visual Basic for over five years.

EXPERTISE

Visual Basic Development
C/C++ Programming
Oracle Development

PROFESSIONAL EXPERIENCE

ABC Company, November 2000 to February 2001

- As lead developer on a three man team, developed and maintained a Suite of Well Log Analysis Tools for the oil and gas industry.
- Responsibilities included: requirements analysis and specification, cost estimation, object-oriented design, implementation, and testing. Designed, developed, and implemented a Data Browser to provide information on Mineral Leases, Surface Files, Land Contracts, Unit Agreements, and Wells through a tab style graphical user interface. Designed and developed 22 custom user screens. Developed several of the standard VB controls for the rest of the team.
- Tools and technologies used for this project were: Visual Basic version 5, TrueGrid, Visual C++, HTML, and JavaScript running in a Windows 3.1/95/98/NT environment.

ABC Company, December 1999 to October 1999

- Your role on the project (developer, systems analyst, project manager etc.) and a one line project summary describing the application and the industry.
- Your responsibilities on the project including what you accomplished, managed, and delivered.
- A complete list of the tools, methodologies and technologies you used to execute the project.

EDUCATION

University of Calgary

B.Sc. in Electrical Engineering 1989

SPECIAL ACCOMPLISHMENTS

- Leonard E. Gads Teaching Assistant Award 1990

What to Include in your Resumé

See this web site to
download a sample
resumé

www.sisystems.com

Following are descriptions of the sections in the sample resumé and the type and level of information to include in each.

In this section	Include this information...
Contact Information	<ul style="list-style-type: none"> Your first name and then your last name. The name of your incorporate company. Note: Many companies will not contract a consultant who is not incorporated. Your e-mail address, phone number, and cell phone number. Note: Don't include your address. 99% of clients contact you by phone or e-mail.
Professional Tag Line	<ul style="list-style-type: none"> One or two sentences that clearly describe who you are, what you specialize in, and how you stand out as a professional contractor. This is your professional tag that you want to teach people to always associate with you.
Expertise	<ul style="list-style-type: none"> In 3-6 words, headline the technologies, methodologies, or tools with which you excel. Prove that you're a specialist, not a generalist: <ul style="list-style-type: none"> Visual Basic, Crystal Reports, and SQL Server are synergistic technologies. C++, Visual Basic, PowerBuilder, and MS Access are all very different and make you appear as a generalist.

In this section	Include this information...
Professional Experience	<ul style="list-style-type: none">• The name of your most recent client and the date range for which you worked for that client. Note: If you worked through an agency, type the name of the end client—not the agency. If you did multiple projects for a client and each was significant, list them separately. <i>Remember, all of your projects must be IT-related.</i>• A summary of your role, the task you performed, the end product from that task, the tools you used, and the environment in which you completed the work.• Try to demonstrate a progression in responsibilities across projects and highlight your significant contributions to the team and project.
Education	<ul style="list-style-type: none">• The institute or facility at which you studied and the date range for which you studied. OR Type ‘Professional Development’ as the heading and then list the courses you have completed.• Although your professional experience is what sways clients, your education shows you commitment to learning.
Special Accomplishments	<ul style="list-style-type: none">• Any awards or honours you’ve received.