WRITING YOUR RESUME US-Style

A. Things to know about US-style resumes:
- ✓ 1-2 pages are good. NO more than 2 pages. **1 page is** <u>best</u>. Keep it simple!
- ✓ There must be an email address.
- ✓ No spelling errors.
- ✓ Should look <u>significantly different from others' resumes</u>.
- ✓ Most recent work / project <u>FIRST</u>
- ✓ <u>Unique</u> experiences and skills expected

B. A good, basic US-style resume has 6 parts:

<u>Part One</u>: CONTACT INFORMATION
- Your full name (NO pictures)
- Your email address
- Your permanent contact information (home address not needed, just phone or mobile number)
- Your school contact information (school address and phone)

<u>Part Two</u>: EDUCATION
- Your university
- Your degree
- Your expected graduation date
- Your Grade Average ("GPA" = Grade Point Average) (can be like 89/100, etc)

<u>Part Three</u>: WORK EXPERIENCE
- Name of company, location, dates worked there
- Your job title
- Describe what you did in 2-3 sentences.

<u>Part Four</u>: MAJOR SCHOOL PROJECTS
- Dates you worked on project
- Describe what you did in 2-3 sentences.
- <u>Do not</u> list projects that every other student does, unless your work was very good or very unusual.

<u>Part Five</u>: TECHNICAL SKILLS & SOFT SKILLS
- Programming languages: number of years of experience for each
- Platforms: ones you use, ones you have administrated
- Applications: just put the unusual ones, not the ones every student knows

<u>Part Six</u>: AWARDS AND LEADERSHIP
- List any technical awards
- List any technical contests you won or did well in
- List any leadership experiences
- List any unusual learning experiences you have had in college or before that are not on your resume yet

Your Name
email@email.com

Permanent Contact Info: Full address, including zip code. Phone number including area code
School Contact Info: Full address, including zip code. Phone number including area code

EDUCATION

ITESM - Monterrey
Bachelor of Science in Computer Science and Technology Engineering (ITC)
Graduating in May 2020
Cumulative GPA: 95/100

WORK EXPERIENCE

1/17 - Present Firedance Interactive, Monterrey, Mexico
Web Developer
Website designer/coder. Create proposals, site design and implementation as well as support on additional sites. Implementing E-commerce sites as well as scalable intranets.
Site link: www.firedance.com

9/15 - 12/16 Acme de México
IT Intern
Designed and implemented components for a web-based system that will allow scheduling conference rooms, using Java. Designed part of the database and did some routine maintenance tasks on the server (SQL Server, Windows 2000). Performed functional and workload testing.

MAJOR SCHOOL PROJECTS

Spring 2018 Captsone Project: (In Progress) Model-based tool for testing query languages. Developed by a team of 3. Responsible for designing and implementing in C++ the derivation engine used to generate queries from a formal grammar specified in XML.

Fall 2017 Mobile App (android) Monterrey Public transportation scheduler

Spring 2016 Tutoring Online: Prototype of website for tutoring. Worked on the browser – database communication, using Java and MySQL.

TECHNICAL SKILLS

Programming Languages:
C/C++ 3 years
Java   2 years
SQL, Ruby 6 months

Platforms: Win 10 (administrator), MacOS (user), Linux (user)
RDBMS: SQL Server (6 months), MySQL (1 year), DB2 (6 months)
Web development (html/css intermediate, JS advanced PHP advanced)
Mobile development (Android 6 months, iOS 1 year)
Applications: Maya (intermediate) Unity (beginner)

AWARDS AND LEADERSHIP

1st prize in ITESM Programming Contest, Spring 2016
Recipient of Excellence Scholarship for academic merit, 2017
Treasurer of the BCT Student Council (saitc), 2017
2nd place in Entrepreneur Contest, ITESM 2016
Exchange student in University of Washington, Spring 2017