

## Solidus Resume Template Instructions

Solidus Technical Solutions has developed our resume format with our clients to simplify the candidate review process. This resume will be presented to our client as a proposal of your candidacy for their project team. Please carefully review the following instructions as well as the job description(s) you are applying for to help us create a clear and compelling resume to provide to the project leader(s).

- All sample text in the resume template is for *example purposes only* – do not use this wording. Edit accordingly to explain your background and career history clearly.
- Save your resume as: Last Name\_Solidus\_Resume\_date.doc

### Name Header

Double click the name in the header to insert your name. Do not add any other contact information.

### Professional Summary

Write a short paragraph that highlights your overall experience and areas of expertise. These items should relate **directly** to the position(s) you are being considered for.

For example;

Joseph Smith is a Senior Software Engineer with over 15 years experience in real-time embedded systems design and development, requirements analysis, testing and integration. He has in-depth experience in digital signal processing, massively parallel processing and interfacing with device drivers.

Use the bulleted section to highlight specific skills that are required in the position(s) you are interested in and the job description(s) call for.

*Be sure everything you include in the Professional Summary section is elaborated on in the body of your resume, within your job descriptions.*

### Security Clearance

List current security clearance level and any tags. If your clearance has been active within the last 2 years, list the last active level. If you do not hold a clearance but are eligible to obtain one indicate “Ability to Obtain Secret Clearance”

### Education

List all degrees and certificates, include institution and year. (Additional training courses can be listed in the Additional Training section at the end of the resume)

Use the following format;

Degree, Major, University, Year, Minor or Awards

### Professional Experience

Update the **Title** under Solidus Technical Solutions to reflect the position you are looking for. Proceed to list your employment history, chronologically starting with most recent employment. Use the Company Name, Location, Date and Title format as it is in the template.

Thoroughly describe your responsibilities and contributions using *descriptive action verbs and plain English* to highlight your projects/experience; specifically including and elaborating on what is relevant to the position(s) you are applying for. Please do not use bullets in the job description, except for in rare cases when bullets are the best way to present the information.

Follow each position description with a summary of the systems and software used in parenthesis, i.e. (Unix, Linux, Solaris, Windows; C, C++, Java; Matlab; PVL; GPU)

### Technical Skills

List all of your experience with languages, platforms, development tools, etc. separated by commas.

### Publications

List any publications you authored or contributed to in the following format: “Title”, Publication, Author(s), Date. *Delete the section if it is not needed.*

### Patents

List any patents you applied for or contributed to. *Delete the section if it is not needed.*

### Additional Training

List continuing education courses in the following format:

“Course Name”, Department, Educational Institution, Date. *Delete the section if it is not needed.*

### Additional Relevant Information

This section is only used if there is not an available section for an area of your experience that you would like to highlight. Change the heading as appropriate or delete the section if it is not needed.