

# ROCK YOUR TECHNICAL RESUME



## SPARTANS

SAN JOSÉ STATE UNIVERSITY  
CAREER CENTER

JOHN SALANGSANG

CAREER CONSULTANT &  
INTERNSHIP SPECIALIST

1. Relevant Information
2. Organized Format
3. Show accomplishments / outcomes



Doing Your **RESEARCH**

How to **FORMAT** Your Resume

Maximizing Your **CONTENT**

# 1. DOING YOUR RESEARCH



It's a **marketing tool** and its purpose is to get you an **interview**



- Review the job description
- Research the employer
- Network to find inside information



**COMPANY** IBM Corporation

**POSITION** Software Engineer – Cloud & Application Architect

Design applications required to automate business processes, and meet business needs. You'll use your expertise in application development to evaluate and select development methods, processes, best practices and tools.

## Qualifications & Responsibilities

- Java, J2EE and other technologies
- Proven record for application and integration architect
- Lead building automation and continuous delivery for services and applications

## 2. HOW TO FORMAT YOUR RESUME



- Contact Information
- Objective or Summary
- Education
- Courses
- Skills
- Academic Projects
- Experience
- Activities
- Certifications



## **IMA SPARTAN**

San Jose, CA

(408) 555-5555

[imaspartan@sjsu.edu](mailto:imaspartan@sjsu.edu)

[linkedin.com/in/janemichaels](https://www.linkedin.com/in/janemichaels)

## OBJECTIVE

Seeking Software Engineering Internship with Cisco.

## SUMMARY

- Completed 4+ projects utilizing Java and C++
- 3.8 GPA, concentration in application design

# EDUCATION

San Jose State University

Expected 5/16

**M.S., Software Engineering – GPA 3.4**

San Jose State University

5/14

**B.S., Computer Science— GPA 3.5**



**Relevant Coursework:** Linear Analysis and Differential Equations, Fundamentals of Computer Science I, II, III, Physics I, II, III, Modern Physics, Computer Networking Technology



# SKILLS

**Programming Languages:** Java, J2EE, HTML5, CSS3

**Database:** MySQL

**Operating Systems:** Linux, Windows 7/Vista/XP

**Other:** Scrum Methodology

# ACADEMIC PROJECTS

## Online Shopping Application (SJSU) 11/2013

- Stored up to 10,000 customer records using MySQL.
- Improved application performance using SQL tuning.
- Scored an A grade and increased teamwork skills.
- **Technologies used:** JSP, JavaScript, HTML5, CSS3, Java, JAX-WS, JMS (as a middle ware), MVC, jBoss

# EXPERIENCE

## Testing Technology Intern

5/2014 – 8/2014

Matryx, San Jose, CA

- Expanded limited framework for automated test execution
- Involved in unit testing and reporting problems to the development team
- Tested in various environments: Python, Java, XM
- Prepared unit test plans providing successful debugging efforts

# ACTIVITIES

**Computer Engineers Club, SJSU**  
**Publicity Team Lead, Technology Club**

**8/2015 – Present**  
**5/2015**



# **CERTIFICATIONS**

**“Oracle Certified Java Programmer (OCJP)” by  
Oracle (2013)**



## IMA SPARTAN

San Jose, CA / (408) 555-5555 / imaspartan@sjsu.edu / linkedin.com/in/janemichaels

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Computer Engineers Club, SJSU

8/2015 – Present

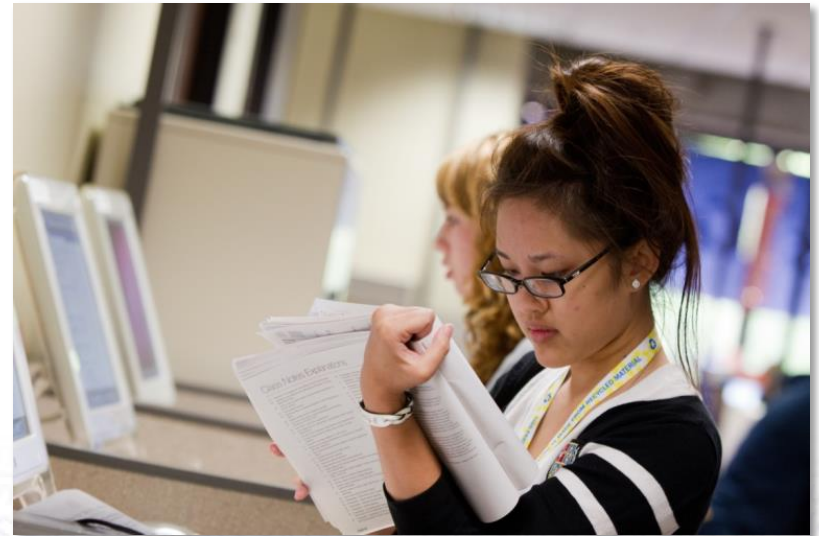
Publicity Team Lead, Technology Club

5/2015

## CERTIFICATIONS

“Oracle Certified Java Programmer (OCJP)” by Oracle (2013)

- 1-page (or 2?)
- Visually spacious
- No typos or grammatical errors
- Many different resume looks
- Tailor resume and swap out experiences that are more relevant



# 3. MAXIMIZING YOUR CONTENT

# ACADEMIC PROJECTS

## Online Shopping Application (SJSU)

11/2013

- Stored records using MySQL
- Developed application that allows people to shop online



# ACADEMIC PROJECTS

## **Online Shopping Application (SJSU)** 11/2013

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**Technologies used:** JSP, JavaScript, HTML5, CSS3, Java, JAX-WS, JMS (as a middle ware), MVC, jBoss

# EXPERIENCE

## Testing Technology Intern

5/2014 – 8/2014

Matryx, San Jose, CA

- Did unit testing and reported problems using Java, Python
- Prepared unit test plans

# EXPERIENCE

## Testing Technology Intern

5/2014 – 8/2014

Matryx, San Jose, CA

- Expanded limited framework for automated test execution
- Involved in unit testing and reporting problems to the development team
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## **For your ACADEMIC PROJECTS and EXPERIENCE section:**

- Outcomes and/or quantifiable results
- Recognition, awards or compliments
- Something you learned/gained
- **For projects** - mention what you specifically did





## **Situation/Task**

- Create online shopping application

## **Action**

- Stored up to 10,000 customer records using MySQL

## **Result**

- Improved application performance using SQL tuning
- Scored an A grade and increased teamwork skills



*Verb*  
*(past vs.*  
*present*  
*tense)*

- Tested in various environments:  
Python, Java, XM

*Sometimes you don't*  
*have to start off with a*  
*verb*

- Successfully improved application  
performance using SQL tuning.

- Successfully...
- Achieved...
- Led to...
- Solved...
- Created...
- Contributed to...
- ... resulting in...
- Strengthened...
- Developed the first...
- Recognized for...
- Pioneered...
- Established...
- Redeveloped...
- Utilized strong skills in...

What if no relevant experience?...

## EXPERIENCE

**Cashier, XYZ Store**

10/2012 – 11/2013

- Served 85 customers per day.
- Utilized strong communication skills to help customers.
- Simultaneously managed inventory of all merchandise.

*Communication  
Skills*

**Elaborate on activities if relevant...**

# **ACTIVITIES**

**Computer Engineers Club, SJSU** 8/2015 – Present

- Organize events for learning new technologies and secure guest speakers from industry

**Publicity Team Lead** 1/2015 – 5/2015

**Institute of Technology - Undergraduate Council**

- Planned social events for college's national level festival attended by students all over India

FOR MORE  
INFORMATION





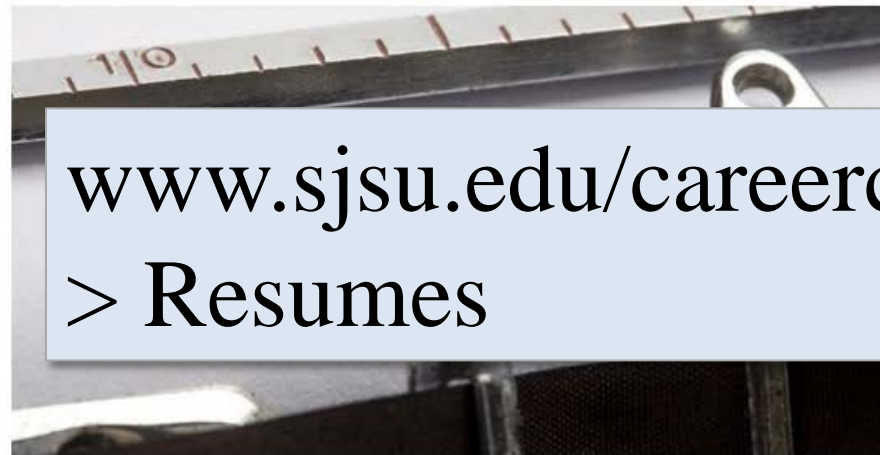
Students » Employers » Faculty/Staff » Alumni/Community » Parents/Prospective Students » About Us »

SJSU Home » Career Center » Students » Find a Job/Internship » Resumes/Cover Letters

## Resumes/Cover Letters

- MySJSU
- Canvas
- Athletics
- Give to SJSU

[www.sjsu.edu/careercenter](http://www.sjsu.edu/careercenter)  
> Resumes



### Resume Videos

Watch our introductory webshop featuring beginning through intermediate resume tips for students or watch videos featuring advice directly from employers.

[Tailoring Your Resume](#)  
[International Student Resume WebEx](#)



### Resume Tools

The most effective and competitive resumes are tailored and targeted for a specific employer with a particular position or goal in mind, as opposed to using a single generic resume. Use the resources below to help you craft an effective resume.

[Resume Quick Tips](#) | [Accomplishment Statements](#)  
[Examples of Accomplishment Statements](#)  
[Transferable skills](#) | [Samples by College](#)

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# THANK YOU

*Please fill out survey and turn in at registration table.*