|  |  |
| --- | --- |
| **PROJECT ROLES**  Your relevant project roles go here – unrelated to title Product Manager  Project Manager  Technical Analyst  Business Systems Analyst  Developer  Quality Assurance Analyst  Network Administrator  Financial Analyst  **TOOLS/METHODOLOGIES**  Applicable tools / methodologies go here  SQL (Oracle)  Agile  Waterfall  Java  MS Project  Visio  Rational Tools  MS Office  **INDUSTRY EXPERIENCE**  Retail  Financial  Healthcare  Transportation  Hospitality  **EDUCATION/CERTIFICATION**  Business Computer Information Systems: St. Cloud State University  Onsite technical training  SCRUM Certification | **CANDIDATE SUMMARY**  This is where you list your elevator speech or twitter-sized bio. This should be a good, catchy and relevant description of your capabilities and what you offer an organization against the needs of the opportunity description.  **DEMONSTRATED SKILLS AND ACCOUNTABILITIES**   * This should be functional, not chronological or title based, it should be tactical and deliverable based * Specific details about what YOU did and were accountable for * Doesn’t cover your entire past. Focuses on what you are going after * Relevant to opportunity description   **EXPERIENCE HIGHLIGHTS**   * The most relevant experience pulled from the chronological section below that matches this specific job description * Make sure you highlight the Must Have Requirements in this section and your experience to demonstrate you meet them |

**Please follow the template format and fonts (Calibri 11, only black font, no underline, no italic, no spaces, use bullet style/format provided and bold only where indicated on template)**

**CHRONOLOGICAL EXPERIENCE**

**Title (any title example)**

Company, Location OR Consultant at Company, Location Month Year to Month Year

* Add bullets that highlight what YOU were responsible for, what YOU delivered, what YOUR outcomes were.
* Provide tactical level details
* Add as many deliverables as you can (wireframes, status reports, budget, etc.)
* Past Tense
* No first person (“I”)

**Title (technical example)**

Company, Location OR Consultant at Company, Location July 2012 to December 2013

* Built N-tier architecture for presentation layer, the Business and Data Access Layers and were coded using C#. Developed application logic using C#
* Worked on the User Interface and Business logic
* Developed Web Forms using ASP.NET with C#, JavaScript, CSS
* Used MVC 4.0 based web applications integrated with .Net
* Responsible for delivering quality product and maintaining track of Requirements
* Assisted DBAs in SQL Queries and its performance tuning
* Used WPF to implement the graphics in windows applications UI
* Communicated with End Users/Customer and writing Minutes of Meeting

Enviroments: IIS 7.5, IIS 6.0, Visual Studio .NET 2008, MVC/MVVM, ADO.NET, ASP.NET, XML, XSLT, AJAX, CSS, Oracle PL/SQL JavaScript, Windows Server 2008/2003 R2, SQL Server 2008, SSRS, WPF, JQUERY

**Gap In Employment** October 2011 to June 2012

* Make sure dates are continuous. If a gap in employment of more than 3 months exists, actually put “Gap in Employment” as Title, add Date(s) and a bullet with reason for gap (Personal Leave, Went back to school, Sabbatical, etc. – you do not need to disclose personal/confidential information)