



Resume

Resume Sample: Information Technology

The process of creating your resume may be confusing at times, and it may be difficult deciding what to include. Employers are looking for well-rounded students, so it's important to include a variety of experiences, which may include internships, volunteer experiences, part-time jobs, and student organization involvement. Following the tips below is a great starting point to drafting your Information Technology resume. You can stop by the Arts and Sciences Career Studio during walk-in hours to have your draft resume reviewed (<https://asccareersuccess.osu.edu/career-studio>) or schedule an appointment with a Career Coach on Handshake.

Information Technology Resume Construction:

- 1. Computer Skills.** Use this section to showcase the computer languages and programs you can use. You can specify your proficiency level by including “proficient, intermediate, or basic” for each specific language or program.
- 2. Projects.** Inclusion of an IT projects section can showcase the transferable skills you have gained through academic projects or through projects you have completed on your own time. Include dates, a title for the project, a description of what you did, and what computer skills you used. It can also be good to include a github link to any apps or programs that you have created that you would like to showcase.
- 3. Keywords.** Effective use of keywords throughout your resume can strengthen your resume and help to tailor it to the specific job for which you are applying. Closely examine each individual job posting and note any repeatedly utilized terms for inclusion on your resume. However, do not be dishonest about your qualifications just to include more keywords.
- 4. Relevant Experience.** This section can include jobs, volunteer positions, internships, or any experiences that are relevant to your career field. Include a company name, location, your position title, and dates of the experience. These experiences should also be listed in reverse chronological order.

Include bullet statements describing your job duties and **what you accomplished at these experiences**. This is the most important part of the resume and allows you to showcase the skills you have gained during an experience as well as the impact that you had on your workplace. These are a great place to include quantitative data about how you contributed to the projects that you worked on (i.e. Optimized ticket workflow, decreasing average IT ticket resolution time by 25%).



Make sure the verb tenses agree in your bullet statements. If you are currently at an experience, then the verbs will be in the present tense ("manages"). If you are no longer at an experience, or completed a project at a current experience, then the verbs will be in the past tense ("managed").

- 5. Additional Experience.** Experiences that are not directly related to your career field can also be included on your resume to highlight transferable skills. Do not feel like you must include everything you have ever done (**the resume should only be one page long**). Instead focus on experiences that have led to the development of core career competencies, such as leadership, teamwork, and communication.
- 6. Honors and Activities.** This section is also optional. Include any educational or relevant honors you have received as well as any activities relevant to your career field.

Websites/Resources for IT Students

Internship and Job Search:

DICE:

<https://www.dice.com/>

- Career website for technology and engineering fields
- Includes entry-level jobs; you can apply nationwide free of charge

Handshake:

<http://handshake.osu.edu>

- Internship and job opportunities for Arts and Sciences majors

icrunchdata:

<https://icrunchdata.com>

- icrunchdata is the leading brand for job seekers, advertisers and employer solutions in Data Science, Analytics and everything Big Data

TechCareers:

<http://techcareers.com/>

- Includes IT jobs, engineering jobs and career resources for IT

Student Groups:

Game Creation Club:

<http://gamedev.osu.edu>

- Provides opportunities for students to collaborate on the production of video-games (any/all platforms), from initial concept to final product

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EDUCATION

The Ohio State University, College of Arts and Sciences

Columbus, Ohio

Bachelor of Science, Major in Computer Information Sciences, Minor in Spanish

May 2026

Focus Area: Computer Graphics and Game Design

RELEVANT COURSES

Principles of Programming Languages, Computer Game and Animation Techniques, Data Structures and Algorithms, Operating Systems, Cybersecurity Fundamentals

RELEVANT SKILLS

Capstone Design: Game Design and Development | Software Engineering | Java | JavaScript | HTML | CSS | C/C++ | Unity | Python | Ruby | Adobe Photoshop, Illustrator, Dreamweaver and Flash | Microsoft Office Suite

PROJECTS

“Runner” in Unity Project, Capstone Game Design Course

Aug 2024 - Present

- Develops and designs a 2D platform game using C++ and Unity software
- Implements algorithms for realistic physics feature on game characters

“Coffee Run” in Java Project, Project Course

Aug 2022 - Dec 2023

- Managed a team of four other students to effectively design a web-based Java game
- Awarded first place for “Best Presentation” by classmates

O’Rithm Family Photography, Website Manager

May 2019 - Nov 2019

- Utilized HTML and CSS coding to create a website in order to increase photography sales
- Updated website weekly to ensure display of recent content to customers

RELEVANT EXPERIENCE

Technology Services

Columbus, Ohio

Service Desk Technician

Aug 2023 - Present

- Provides daily technical support for e-mail, network, connectivity, telecommunications, equipment, and system maintenance for a variety of software
- Helps diagnose, troubleshoot and resolve conflicts for approximately 10 students, staff, and faculty each day
- Sets up computers and installs software for faculty and staff to maintain a functional work environment

ADDITIONAL EXPERIENCE

Sloopy’s Diner

Columbus, Ohio

Server

Aug 2023 - Dec 2023

- Provided excellent customer service by taking and placing orders and offering daily specials
- Engaged in problem solving and conflict management by handling customer complaints
- Communicated effectively with team members to improve daily operations