

## SAMPLE-Resume Building Hints

Street address  
City, state & zip

**Your Name**  
LinkedIn URL

email address  
telephone #

### Objective (Optional):

There should be two sentences. The first sentence includes the type of position ( internship, co-op, full-time, etc). job title or field for (company name). The second sentence tells the employer: “what you can do for them” or “how you can add value to/for the company/organization”, match to the words in the job posting or job requirements.

**Hint:** *In the second sentence include wording that matches your education/experience/skills to the job ad or job description. Make sure that you also describe yourself in the following applicable areas: communication skills (oral and written); flexibility; team player’ work ethic; loyalty; energetic; analytical; decisiveness; solutions/results oriented.*

### Education:

Current students list of educational institution(s) prior to work experience (*optional*)

Illinois Institute of Technology, Chicago, IL Degree: Major/Minor: GPA: Expected graduation date

- Indicate if you are a Camras, Heald, or Presidential Scholar
- List two or three relevant courses/research/projects that you have done that relate to the job you are seeking
- Indicate any award you received for any project work completed

Additional college/university (if necessary) in the same format as above

### Experience:

Organization/Company name and location Job Title Work dates

- List three to four job responsibilities with bullet points
- Using action words to start each bullet-*See Action word list*
- If possible, show results for each job responsibility: *increased or decreased in a metric by a percentage, dollar, or number*

Organization/Company name and location-repeat for each relevant work experience using the same format as above.

### Skills:

- List skills pertinent to the job opportunity
- If you speak/read/write more than one language-identify the language(s).

### Awards/Activities:

- List awards received while at IIT
- List any activities you participate in while at IIT, including athletics; and indicate any leadership roles
- Include any volunteer activities while attending IIT
- Indicate any leadership roles you held in any activities/clubs/organizations

### Portfolios/Publications:

- Provide an electronic link or indicate any publications you were involved /led while at IIT

### Important note:

*Resume must be factual and ethically honest. Usually one page resumes are preferred by hiring organizations. Your resume may be more that one page if you have additional: projects, research or work experience that is related to the job you are seeking.*

## Sample Resume for current student

8888 S. Federal Drive  
Chicago, IL 60616

**Janita Doe**  
LinkedIn URL

[ja0nit@hawk.iit.edu](mailto:ja0nit@hawk.iit.edu)  
(678) 234-5678

### Objective (Optional):

Seeking a summer internship as a Computer Science Intern with ABC Technologies, Inc. Will be a valued team member through my education and experience in programming, design, and testing and project management.

### Education:

- Illinois Institute of Technology, Chicago, IL BS in Computer Science GPA: 3.4/4.0 May 2013

### Relevant Courses

CIS 422-Data Mining	CIS 450-Operating Systems	CIS 442-Mobile Applications Development
CIS 430-Introduction to Algorithms	CIS 458-Information Security	CIS 487-Software Engineering I

- City Colleges of Chicago {Truman College}, Chicago, IL AS Computer Science GPA: 3.8/4.0 May 2009

### Experience:

Commonwealth Edison Chicago, IL Engineering Intern May 2011-April 2012

- Prepared analysis and application PMID/RQ for newly added equipment
- Created split PMID/RQ for circuits requiring them in Passport
- Developed skills in thermography and used to visually seek hot spots in printing technology

Chicago White Sox Chicago, IL Parking Lot Attendant August 2009-May 2010

- Directed customers to parking locations which improved traffic flow
- Improved customer service by expediting traffic direction
- Patrolled parking areas in order to prevent vehicle damage and thefts

### Skills:

**Computers:** PC, Mac

**Applications:** Java, Microsoft Office, PSPICE, Cloud Computing, Linux Gaming

**Tools:** Engineering circuit analysis-complex nodal analysis, Norton/Thevenin's equivalent circuits, LaPlace transformations

**Languages:** English, Hindi, Urdu, Gujarati

### Awards/Activities:

- |  |                      |
|--|----------------------|
| • President, Society of Women Engineers (SWE)      | August 2010-Present  |
| • Member, Engineers Without Borders (EWB)          | August 2010-Present  |
| • Volunteer, Community center tutoring coordinator | June 2009-March 2010 |

### Portfolios/Publications:

- |   |                    |
|---|--------------------|
| • Coordinating editor, IIT Tech News  | April 2010-Present |
| • Article –Student Interviewer for IIT Magazine <a href="#">{Many Voices, One Vision}</a> | Winter 2009        |