Special Considerations for Computing Resumes

Length
- Computing resumes are 1-2 pages, depending on experience
- References may be listed on a 2nd/3rd page with your full contact info
- Consider creating a concise 1-page Career Fair/conference/networking resume

Style
- CIS majors may want to stick to a more conservative style but consider your audience
- Web Development majors can include some design elements and will want to include a link to your online portfolio, if applicable

Unique Sections
- Be sure to include a skills section that highlights your programming, software, and database experience

Resume Basics

Your resume is not a static document. It may be used to apply for jobs/internships, scholarships, graduate/professional programs, or for networking. The key is to tailor your document to highlight your relevant qualifications for each situation. The following sample is meant to present a single, possible style. Your resume should reflect your own interpretation, style, and experience. Consider the following when creating your resume:

Organization & Layout
- Organize content according to what is required and relevant to the position or program
- Use margins (.5 to 1-inch), sections, or columns to balance and organize your content
- Balance the content of your resume using left and right justification, spacing, and tab settings to draw attention to relevant information – remember consistency is key

Fonts & Style
- Use a font that is clear and easy to read at-a-glance
- Adjust the size (10-12 pts, typically) based on the font
- Incorporate style elements like **bold**, *italics*, CAPITALIZATION, and <u>underline</u> to draw attention to the most important parts of your resume
- Each style element should emphasize a single type of information

Sections & Content
- Create section titles that market your experiences and align with what an employer or program is looking for
- Select what you choose to include (ex. education, certifications/licensure, experiences, knowledge, skills, community outreach, leadership, etc.) based on what is required and relevant within the job/program description
- List section information in reverse-chronological order with the most recent, relevant content first
- Format your content to make it easily accessible to the reader - it is much easier to skim bullet points for information than paragraphs
- Be concise but thorough – do not ramble or use irrelevant "filler" words

Name

Address | City, State | Phone | Email

EDUCATION

Bachelor of Science in Computer Information Systems May 2024
University of Wisconsin-Stevens Point (UWSP) Stevens Point, WI
Minor: Web Development

TECHNICAL SKILLS

- **Languages:** Python, C++, Java, SQL, C#, R, JavaScript, HTML
- **Database Management:** Microsoft Access, SQL Server
- **IDEs and Software:** Eclipse, Dreamweaver, Microsoft Office, R Studio
- **Development Methodologies:** Agile, Waterfall, DevSecOps

PROJECTS

Web Search Application Development Fall 2022
- Redesigned internet and intranet pages improving functionality of company database
- Resolved search corruption issues by leveraging strengths in coding, debugging, and integration testing

PROFESSIONAL EXPERIENCE

IT Support Staff September 2021 - Present
UWSP Information Technology Stevens Point, WI
- Conduct routine maintenance of campus computer labs including installation of computer hardware and software and basic printer repairs
- Provide troubleshooting assistance for faculty, staff, and students over the phone and in person, utilizing problem-solving skills to ensure excellent ticket resolution rates
- Demonstrate organizational skills by ensuring accuracy of equipment inventory and completing proper paperwork during equipment check-out process
- Recommend computer products and applications to clients to improve productivity

Web Analyst Intern May 2022 - August 2022
Alliant Energy, Inc. Madison, WI
- Enhanced Alliant Energy Customer Service website using best practices to optimize search engine rankings
- Upgraded operating systems and computer programs and implemented security measures
- Documented all issues and generated reports detailing common problems and error trends

INVOLVEMENT/LEADERSHIP

Association of Information Technology Professionals (AITP), UWSP
      Vice President April 2022 - Present
      Member October 2020 - Present