

General Information about Tech Resumes (From the Magnar Center)

1. Highlight your technical qualifications.

For most positions in the fields of computers and math, you'll want to include all of your technical skills – computer hardware, software, programming languages, network protocols, database development tools and more. Your “technology portfolio” will be one of your strongest selling points to virtually every prospective employer

2. Showcase the problems that you've solved.

The fields of computers and math are often about solving problems, from the most theoretical to those with immediate and measurable application. Demonstrate your strong problem-solving skills by including several of the most notable problems you've helped to solve, what you did and the end result (quantified if at all possible). Contributing to the development of a new software application that increased productivity in the purchasing department by 22% is a great achievement.

3. Academic credentials and professional certifications sell.

If you have strong academic credentials and distinguishing professional credentials don't bury that information at the end of your resume. Rather, bring that information – even just a brief mention of it – to the forefront of your resume. These unique credentials will immediately distinguish you from the crowd of other candidates.

4. Integrate the “right” keywords so your resume will get selected during a keyword search.

Here are just a few general keywords and keyword phrases for computer and math that you may want to include (if appropriate to your experience and education

Operating Systems: Microsoft, Linux, FreeBSD, MacOSX, MacOS, UNIX, Netware, XP, Vista, DOS, NetWare, Windows, Citrix, SonicWall and others.

Programming Languages: Java, AJAX, HTML, XML, PHP, C, C++. C#, ActionScript, COBOL, Basic, Easytrieve, GPSS, PLC, LabView, MATLAB, Pascal, PL/C, Shell, WinDev, XSLT, Ruby on Rails, Assembly, Prolog, SQL, MySQL, Mumps, Fortran, VB, VBScript, Perl, and others.

Other Key Terms:

Analysis
Algorithms
Applications
Automation
Data Collection
Data Warehousing
Coding, Programming
Computer Science
Ecommerce, E-commerce
Hardware
Information Systems, IS, IT, Internet, www
Information Technologies
Infrastructure
Object-Oriented
Open Source
Project Management
Research Methodology
Software
Statistics
Technology Transfer

Name

Address

Phone

Email

OBJECTIVE: *If not applying for specific opening, otherwise omit.*

TECHNICAL SKILLS:

- **Programming Languages:**
- **Operating Systems:**
- **Database Systems:**

SUMMARY OF QUALIFICATIONS: *If you have already had some contact with organization or have specific experience/skills that they are requesting.*

EDUCATION: *College level experience or higher only. Put in sequential order by level.*

CERTIFICATIONS: *If you have, include date and specialty if appropriate.*

EXPERIENCE:

HONORS & AWARDS: