

# MOST EFFECTIVE RESUME

## Robert Wood

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Robert begins his resume with a summary of the key assets the employer seeks in the job description.

### SUMMARY OF SKILLS

- ✦ Software design and testing experience as software developer, Financial Models Company
- ✦ Experience with several programming languages including languages with Object Oriented features:
  - **Languages:** C, C++, Java, Perl, ASP, VBScript, JavaScript, HTML, C#, CSS
- ✦ Avid user of various Operating Systems and software applications - both Open Source and commercial:
  - **O/S:** Red Hat Linux, Unix, System 7, Windows 10/8/7/NT/2000/XP/Vista
  - **Applications:** OpenOffice; MS Word, Excel and Access; Paint.NET; Adobe Photoshop

Robert included his GPA and marks from his relevant courses, as they are achievements that demonstrate the programming skills sought by the employer.

### EDUCATION

#### Honours Bachelor of Science, Computer Science Specialist

University of Toronto Mississauga

Sept. 2017- Present

- ✦ 3<sup>rd</sup> year, GPA: 3.76/4.0
- ✦ Relevant Courses: Software Tools & Systems Programming (A), Microprocessor Software (A), Fundamental Data Structures and Techniques (B+)

Robert lists courses that relate to the position he is seeking.

### SOFTWARE AND WEB DEVELOPMENT WORK EXPERIENCE

#### Software Developer

Summer 2019

Financial Models Company Inc.

- ✦ Created supporting software to provide online, context-sensitive help as part of a web application
- ✦ Designed, coded and debugged a multi-threaded ISAPI extension for Windows servers using C/C++
- ✦ *Reduced server load by 10%*

Using separate sections for 'software and web development' experience and 'other' work experience makes the most relevant experiences more readily evident to the employer.

#### Web Designer

Summer 2018

Financial Models Company Inc.

- ✦ Delivered 3 large web projects based on Microsoft Solutions Framework and the Rational Unified Process (team member)
- ✦ Developed web sites using ASP, client-side JavaScript, XML and XSL and produced the User Interface Design utilizing Adobe Photoshop

Robert uses numbers where possible to quantify his accomplishments; he also emphasized the results by putting them in italics.

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### OTHER WORK EXPERIENCE

#### Computer Lab Assistant

Sept. 2018 – Present

University of Toronto Mississauga

- ✦ Managed a 10 workstation computer facility
- ✦ Resolved users' problems, explained and demonstrated relevant material
- ✦ *Decreased downtime by 10%*

#### Sales Associate/Cashier

Sept. 2015 – Sept. 2017

GAP

- ✦ Demonstrated excellent customer service by listening to customer needs, and suggesting appropriate products
- ✦ Trained new employees, explaining concepts and product information in a clear manner
- ✦ *Awarded Employee of the Month twice*

#### Peer Mentor

Sept. 2015– Apr. 2016

AccessAbility Resource Centre, University of Toronto Mississauga

- ✦ Provided leadership, guidance, and support to students with disabilities as they made the transition from high school to university
- ✦ Assisted students with university resources and made effective referrals to academic services on campus
- ✦ Attended meetings every 6 weeks with Disability Specialist and Mentee in order to track progress and gain feedback on performance

### AWARDS

Dean's List, University of Toronto

Sept. 2018 – Present

### EXTRA-CURRICULAR ACTIVITIES

#### Web Master

Sept. 2018 – Present

Computer Science Club, University of Toronto Mississauga

- ✦ Expanded website to include alumni profiles, exams file, events and careers links
- ✦ Update web site to keep members informed about club meeting details, special events, and resources such as new practice exams and career information

#### Team Member

Sept. 2017– Present

University of Toronto Intramural Soccer Team

### INTERESTS

Soccer, programming, participating in open source community projects

Robert uses the "Other Work Experience" section to identify transferable skills such as problem solving, customer service, communication, and interpersonal skills.

Robert begins each bullet with an action word to describe his experiences effectively.

Interests can be personal or work/career-related. Be prepared in an interview to talk about your career-related interests should you list any.

Robert further demonstrates technical, teamwork and interpersonal skills through his extra-curricular activities.

Robert clearly tailors his resume to the position. The Summary of Skills, his relevant work, extra-curricular experiences, and his use of accomplishment statements match the position requirements.