



## Resume Sample: Information Technology

The process of creating your resume may be confusing at times, and it may be difficult deciding what to include and what to leave off. Employers are looking for well-rounded students, so it's important to include a variety of experiences, which could include: internships; volunteer experiences; part-time jobs; and student organization involvement. Following the tips below is a great starting point to drafting your resume. You can stop by the Arts and Sciences Career Services Office during walk-in hours to have your draft resume reviewed (details about walk-in hours are found at <http://ascareerservices.osu.edu/students/services/walk-in>). If you're not sure how to start a resume, try the Resume Builder tool on FutureLink (<http://futurelink.osu.edu>).

- 1** **Name and Contact Information.** The heading of your resume should include your name and contact information. Your name should be the largest text on the page. You should also include an address (either local campus, permanent, or both if you plan on moving soon), phone number, and email address. A link to your LinkedIn profile may also be included to highlight additional experiences, skills, and recommendations.
- 2** **Education.** Include the name and location of any degrees you earned including your diploma. After your sophomore year, high school education should be removed (contact career services for the exceptions to this rule). List additional universities attended only if you earned a degree or certificate or describe experiences elsewhere on your resume that occurred during your enrollment at those universities. When multiple institutions are listed, they should be in reverse chronological order, meaning the most recent is on top. You can include an upcoming OSU degree by adding an expected graduation date. Also list any major(s), minor(s), focus area, a cumulative GPA, and/or a major GPA. In general, larger companies who recruit IT students at Ohio State tend to prefer a GPA of 3.0 or above on your resume. However, when applying at a smaller company, listing a GPA of 2.8 or higher is appropriate.
- 3** **Relevant Courses.** Placing this section close to the top of the resume will showcase your education as it relates to the position you are seeking. This section is optional, but if included, be sure to include the name of the courses and do not include course numbers.
- 4** **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" with a specific skill.
- 5** **Projects.** Inclusion of a projects section can showcase the skills you gained through academic projects or through projects you completed on your own time. Include dates, a title for the project, a description of what you did, and what computer skills you used.
- 6** **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 what you did at these experiences. This is the most important part of the resume and allows you to show the skills you have gained during an experience. Follows the PAR formula: P = Problem (or focal point), A = Action, R = Result(s), and always begin the statement with a strong action verb. An example of this is "Developed (A) a new filing system (P) that improved processing time of issuing invoices (R)".  
  
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 ("manage"). 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").
- 7** **Additional Experience.** Experiences that are unrelated to your career field can also be included on your resume. Do not feel like you must include everything you have ever done (the resume should only be one page long), but instead focus on experiences that have led to the development of core workplace skills, such as leadership and communication.

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.

## Resources/Websites 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

FutureLink:

<http://futurelink.osu.edu>

- Internship and job opportunities for arts and sciences majors
- Resume-builder: a helpful tool for students who need assistance with the formatting of their resume

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

TEKsystems:

<https://www.teksystems.com/en>

- Includes discussions about the mobile field, guest speakers, and mobile game development projects

USA Jobs:

<https://www.usajobs.gov/>

- The federal government's official employment site
- Connects job seekers with federal employment opportunities across the United States and around the world

### Enrichment Programs

Global Enterprise Technology Immersion Experience (GET Immersion):

<https://cse.osu.edu/current-students/get-immersion>

- Gain experience in areas such as strategy, IT - enabled innovation, organizational dynamics, effective communication, and gain the skills needed to succeed in project assignments through an 8-month long internship

NEWPATH Program:

<https://cse.osu.edu/current-students/newpath>

- A program for major and pre-major students in the BS CSE, BS CIS, and BS ECE (Computer option) to become IT entrepreneurs of the information age
- The most ambitious students will be expected to be running their own IT startups by the time of graduation

Undergraduate Research:

<https://cse.osu.edu/current-students/undergraduate/undergrad-research>

- Information regarding how to get involved in undergraduate research within the department of Computer Science and Engineering

### Student Groups

Association for Computing Machinery for Women (ACM-W):

<http://acmw.org.ohio-state.edu>

- Engages women in activities and projects that aim to improve the working and learning environments for women in computing

Collegiate Web Developers Group:

<http://cwdg.io/>

- A collection of students, graduates and alumni at The Ohio State University who are interested in web development

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

The Information Systems Association (ISA):

<http://ohiostateisa.org.ohio-state.edu/>

- Provides student with opportunities to network with technology professionals, professors, and each other

Mobile App Development Club:

<https://mobilapposu.github.io/>

- Includes discussions about the mobile field, guest speakers, and mobile game development projects

OHI/O:

<http://opensource.sce.ohio-state.edu>

- Promotes and fosters an inclusive tech culture at Ohio State through events such as Hackathons and Makeathons
- Provide students the opportunity to work on innovative projects, build relationships with passionate students across the nation, and network with tech companies

Open Source Club:

<http://opensource.cse.ohio-state.edu/>

- Dedicated to building a strong community of open source users

1 Campus Address:  
347 Jones Tower  
123 W Lane Ave  
Columbus, OH 43210

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linkedin.com/in/algorithm

Permanent Address:  
123 Market St.  
Youngstown, OH 44511

2 **EDUCATION**  
**The Ohio State University**  
Bachelor of Science, Major in Computer Information Sciences  
Focus Area: Computer Graphics and Game Design  
Minor in Spanish

Columbus, Ohio  
Expected May 2017  
Cumulative GPA: 3.3  
Major GPA: 3.6

3 **RELEVANT COURSES**

- Principles of Programming Languages
- Computer Game and Animation Techniques
- Capstone Design: Game Design and Development
- Software Engineering
- Computer Networking and Internet Technologies
- Probability and Statistics

4 **RELEVANT SKILLS**

- Java
- JavaScript
- HTML
- CSS
- C/C++
- Unity
- Python
- Ruby
- Adobe Photoshop, Illustrator, Dreamweaver and Flash
- Microsoft Office

5 **COURSE & PERSONAL PROJECTS**

**“Runner” in Unity Project**, Capstone Game Design Course August 2016 - Present

- Develop and design a 2D platform game using C++ and Unity software
- Implement algorithms for realistic physics feature on game characters

**“Coffee Run” in Java Project**, Project Course August 2015 - December 2015

- 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 2014 - November 2015

- 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

6 **RELEVANT EXPERIENCE**

**College of Arts and Sciences Technology Services**, The Ohio State University Columbus, Ohio  
*Service Desk Technician* August 2015 - Present

- Provide daily technical support for e-mail, network, connectivity, telecommunications, equipment, and system maintenance for a variety of software
- Help diagnose, troubleshoot and resolve conflicts for approximately 10 students, staff, and faculty each day
- Set up computers and install software for faculty and staff to create a functional work environment

7 **ADDITIONAL EXPERIENCE**

**Sloopy’s Diner**, The Ohio Union Columbus, Ohio  
*Server* August 2015- December 2015

- Served food and drinks to customers in a fast-paced environment to increase customer satisfaction
- Trained 5 new servers to restaurant standards and educated new staff on serving protocols

8 **HONORS AND ACTIVITIES**

- Alpha Chapter of Ohio of the Upsilon Pi Epsilon Association
- Dean’s List- 5 terms
- Association for Computing Machinery for Women (AMC-W)
- Game Creation Club