WRITING YOUR RESUME FOR MICROSOFT

A. Things to know about US-style resumes:
- 1-2 pages is good. Do not give us more than 2 pages. 1 page is <u>best</u>.
- We do not want your life history.
- We must have your email address.
- No spelling errors please. Have your friends read your resume.
- Your resume should look <u>significantly different from your classmates' resumes</u>.
- Put your <u>unique</u> experiences and skills on your resume!
- No photo, neither marital status, gender, religion, etc.

B. A good, basic US-style resume has 6 parts:

Part One: CONTACT INFORMATION
- Your full name
- Your email address
- Your permanent contact information (home address and phone)
- Your school contact information (school address and phone)

Part Two: EDUCATION
- Your university
- Your degree
- Your expected graduation date
- Your Grade Average ("GPA" = Grade Point Average)

Part Three: WORK EXPERIENCE
- Name of company, location, dates worked there
- Your job title
- Describe what you did in 2-3 sentences.

Part Four: MAJOR SCHOOL PROJECTS
- Dates you worked on project
- Describe what you did in 2-3 sentences.
- <u>Do not</u> list projects that every other student does, unless your work was very good or very unusual.

Part Five: TECHNICAL SKILLS
- Programming languages: number of years of experience for each
- Platforms: ones you use, ones you have administrated
- Applications: just put the unusual ones, not the ones every student knows

Part Six: AWARDS AND LEADERSHIP
- List any technical awards
- List any technical contests you won or did well in
- List any leadership experiences
- List any unusual learning experiences you have had in college that are not on your resume yet

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Hints!
- Put your most recent work first.
- Keep it simple.
- Tell only the truth. The truth always comes out in an interview.
- Highlight any very good or very unusual work you did.
- Keep reading - samp*le resume below!*

Your Name

youremail@hostname.com
Your phone number (011)-52-55…..

Permanent Contact Info: `<Home town address>`
School Contact Info: `<address while you are attending school if different than above>`

EDUCATION

`<Your School> & <Campus>`
Bachelor of Science in Computer Systems Engineering
Graduating in December 2007
Cumulative GPA: 95/100

WORK EXPERIENCE

12/05- Present

ABC Bank
Software Developer/Tester, Mexico DF, Mexico
Design and code modules for client/server applications to enable communication and transactions among bank branches across the country (C#, SQL). Test techniques include white box testing and stress testing.

1/05 – 5/05

Web Interactive, Mexico DF, Mexico
Web Developer
Website designer/coder. Create proposals, site design and implementation as well as support on additional sites. ImplementingE-commerce sites as well as scaleable intranets.
Site link: www.yourcompany.com

9/04 - 12/04

Acme de Mexico
IT Intern
Designed and implemented components for a web-based system for scheduling conference rooms using Java. Designed part of the database and did some routine maintenance tasks on the server (SQL Server, Windows 2000). Performed functional and workload testing.

MAJOR SCHOOL PROJECTS

Fall 2005

Thesis Project: (In Progress) Model-based tool for testing query languages. Developed by a team of 3. Responsible for designing and implementing in C++ the derivation engine used to generate queries from a formal grammar specified in XML.

Spring 2004

Tutoring Online: Prototype of website for tutoring. Worked on the browser – database communication, using Java and MySQL.

TECHNICAL SKILLS

Programming Languages:
C/C++/C#   3 years
Java   2 years
SQL, XML   6 months

Platforms: Win 2003 (administrator), Win XP (user), Linux (user)
RDBMS: SQL Server (9 months), MySQL (4 month)
Applications: FrontPage (advanced), AutoCAD (intermediate)

AWARDS AND LEADERSHIP

1st prize in ITESM Programming Contest, Spring 2005
2nd prize in ACM Programming Contest, Spring 2004
Recipient of Excellence Scholarship for academic merit, 2003
1st place in Regional Mathematic Olympiad, 2003
2nd place in National Mathematic Olympiad, 2003