

EDINBORO UNIVERSITY OF PENNSYLVANIA



Resume Samples

Computer Science

Center for Career Development
211 Frank G. Pogue Student Center
Edinboro University of Pennsylvania
Edinboro, PA 16444
(814) 732-2781
www.edinboro.edu, keyword "careers"

Dear Student,

The cover letter template and sample resumes provided in this packet are useful tools designed to assist you as you begin your job search. However, please consider using the other services (all free of charge) available to you through the Center for Career Services. You can schedule an individual appointment with a career counselor to discuss your resume and obtain feedback about possible areas of improvement. You may also benefit from discussing your job search plans with a counselor. If you are at all uncertain or apprehensive about interviewing, you may want to schedule a mock interview. Finally you are strongly encouraged to register and post your resume on College Central Network (CCN). CCN is where we post job openings sent to us by employers. It is accessible through the Center for Career Services website. A listing of job fairs is also on our website.

Good Luck!

GUIDELINES FOR COVER LETTERS

Your address
City, State, Zip

Date

Name and Title of Person
Name of Company or Institution
Address
City, State, Zip

Dear Mr. or Ms. _____:

FIRST PARAGRAPH. In this paragraph, state the reason for the letter. Specify the position or type of work for which you are applying. Indicate the resource(s) from which you learned of the opening or the company in general (job center, advertisement, personal contact, career services).

SECOND PARAGRAPH. In this paragraph, indicate why you are interested in the position, the company, and its services or product(s). Discuss what you can do for the employer. If you are a recent college graduate, explain how your academic background makes you a qualified candidate for the position. If you have work related experiences, point out your achievements or unique qualifications. You may wish to highlight items from your resume.

THIRD PARAGRAPH. Refer the reader to the enclosed resume which will summarize your qualifications, training, and experiences. Make the reader aware that additional information (reference letters) can be obtained from the University's Center for Career Services. If you keep a file yourself, indicate that further information will be provided upon request. (Note: Transcripts can be obtained through the Office of Records and Registration.)

FOURTH PARAGRAPH. In the last paragraph, indicate your desire for a personal interview and your flexibility as to the time and place. Offer any assistance to help in a speedy response. You may want to repeat your phone number again or add an additional number as to where you can be reached or where a message can be left. Close your letter with a statement which will encourage a response (e.g., I will call on this date to confirm that you that you have received my resume/application; will your company be recruiting in this area?; or will the company need any additional information?)

Sincerely,

Signature

Your Name Typed

Enclosure

Ravi Sarma

239 Microchip Avenue, #321
Campbell, CA 95009
Telephone: (408) 555-9987

OBJECTIVE

Seeking long-term opportunity with potential for advancement in a financial environment that utilizes research and technology.

STRENGTHS

Advanced skills as a **Programmer/Analyst** in micro/mini environments: computer programming, data analysis, economic modeling, and related technical applications support. Excellent organizational and communication skills.

Languages & Applications: Assembly, BASIC, C, C++, FORTRAN, PASCAL, dbase III+/IV, PARADOX, MINITAB, MicroTSP, SYSTAT, SPSSX, Lotus 1-2-3, EXCEL, Dac Easy, Java, HTML, SQL.

Environments: PC/MS-DOS, UNIX, IBM 360/370, Data General AOS/VS, CYBER, PRIME, Windows.

EDUCATION

Bachelor of Science in Computer Science, May 2007

Minor in **Mathematics**

Edinboro University of Pennsylvania, Edinboro, PA

GPA: 3.71

Graduated *cum laude*

Related Course Work

- Programming in Visual Basic
- Business Programming in COBOL
- Systems Analysis
- Mathematics of Finance
- Elements of Statistics
- Introduction to Actuarial Science

RELATED EXPERIENCE

Intern

Bigbucks Financial Group, Erie, PA, January 2007- May 2007

- Accessed and collected data from on-line financial databases (COMPUSTAT, CITIBASE, CRSP, and DOW JONES NEWS), conducted statistical analyses, modeled various financial strategies. Computed key financial ratios and developed analytical programs on PC using MINITAB.

EMPLOYMENT

Office Assistant

H&R Block, Erie, PA, June 2004-December 2006

CHRISTOPHER CANDIDATE

351 Macintosh Drive
Jacksonville, FL 32211
(904) 555-9963
ChrisCan@hotmail.com

OBJECTIVE: A position using my skills as a specialist in PC software training and network support.

SUMMARY:

- Experienced troubleshooter and problem solver.
- Able to educate and motivate others.
- Proficient with PC software applications and design.
- Excellent communication skills.

EDUCATION: **Bachelor of Science in Computer Science**
Knowalot College, Smartsville, FL
May 2007

LANGUAGES: Java, C, C++, JSP, ASP, HTML, SQL

OPERATING SYSTEMS: Linux, Windows XP, Local Area Networks

RELATED EMPLOYMENT: **Help Desk Assistant, May 2006-Present**
Technology and Communications Center
Edinboro University of Pennsylvania, Edinboro, PA

- Performed troubleshooting and problem solving activities in response to student and faculty requests for software/hardware/network issues

PC Specialist, March 2005-May 2006
Dataright Systems, Orlando, FL

- Designed and presented training classes for clients on PC software, DOS, and PC fundamentals.
- Repaired and upgraded all components of hardware: AST, AT&T, Compaq, HP, IBM, and Epson.
- Responded to client calls on "hotline."

STEPHEN RODRIGUEZ

10 Mouse Lane
Westfield, MA 11623
(413) 557-3468
srod@aol.com

OBJECTIVE

A position in systems management or software development in a corporate environment.

SUMMARY OF QUALIFICATIONS

Experience with systems management and software development, with special knowledge of digital VAX-cluster systems. Additional experience as a personal computer instructor.

TECHNICAL EXPERTISE

Languages: FORTRAN, COBOL, DCL, C, GKS, Data Manipulation Language, Query Language Processing, Dbase III+, Executive Control Language.

Operating Systems: DOS, VMS, UNIX, UNISYS, WINDOWS

Software: Experience developing a wide variety of software programs including graphics, statistical, and accounting packages.

EDUCATION

Bachelor of Science in Computer Science, May 2007
Edinboro University of Pennsylvania, Edinboro, PA
Additional coursework in business and mathematics
Maintained 3.34 average.

RELATED EXPERIENCE

Systems Management/Software Development Intern (January 2007 to May 2007)
National Weather Service, Cleveland, OH

Assisted with the development of software to maximize the accuracy of short-range weather forecasting systems using satellite and radar imagery. Utilized FORTRAN, C, DCL, and graphical interface utilities. Contributed to the management of a Local Area Vax Cluster (LAVC) consisting of 20 nodes and supporting 40 users. Maintained user accounts, monitored system performance and hardware, performed system backups, installed upgrades, provided trouble shooting and technical support to users.

Base Level Operations Programmer (May 2006 to January 2007)
United States Air Force, Wells Air Force Base, Columbus, OH
Overseas Communications Division

In coordination with a team, redesigned Pacific National Payroll system to create a relational database. Developed personal computer program management system using Dbase III+ software. Performed program maintenance and troubleshooting on three payroll and accounting systems (based in the Philippines). Implemented system improvements, corresponding with users by telephone or by on-site visits.

Personal Computer Instructor (May 2005 to May 2006)
United States Air Force, Wells Air Force Base, Columbus, OH

Taught classes of up to 15 students in Enable Software, Microsoft Disk Operating System, Dbase III+ programming, and BASIC programming. Designed curriculum, developed course materials, and offered individual follow-up support to students.

ADDITIONAL HONORS

- **Dean's list** five of eight semesters
- Received *Good Conduct Medal*, United States Air Force, 2005
- Awarded *Outstanding Unit Award*, United States Air Force, 2004

Noah Lott
4223 Cobol Boulevard
Cleveland Heights, OH 44118
216/ 555-9377
nolott@gte.net

OBJECTIVE: Programmer/Analyst position

- SUMMARY:**
- Able to build, install, and debug quality software systems, each containing a high concentration in graphics.
 - Strong oral and written communication skills. Delivered presentation at a national seminar and reviewed new customer and in-house documentation for an editorial product.
 - Flexible, quick learner.
 - Work effectively on an independent or team basis

EDUCATION: **Bachelor of Science in Computer Science** **May 2007**
Madison College • Madison, OH

COMPUTERS:

- | | | | | | |
|------------------------------|---|---------------------|-------------------|---------------------|----------------|
| <i>programming languages</i> | COBOL, C, FORTRAN, PASCAL, BASIC ReGIS (Remote Graphics Instruction Set) | | | | |
| <i>operating systems</i> | DOS on a PDP-II: ATEX-DOS on a PDP-11 UNIX on the SUN and XYVISION workstations | | | | |
| <i>related studies</i> | <table border="0"><tr><td>• Computer Graphics</td><td>• Computer Design</td></tr><tr><td>• Operating Systems</td><td>• Logic Design</td></tr></table> | • Computer Graphics | • Computer Design | • Operating Systems | • Logic Design |
| • Computer Graphics | • Computer Design | | | | |
| • Operating Systems | • Logic Design | | | | |

EMPLOYMENT: **Customer Support Specialist**
Cutting Edge Publications • Akron, OH *part-time*, 2006 to present

Provide telephone support to the customer database and field application engineers. Interact with test and development engineers concerning new research.

Systems Engineer
Kask Instruments • Cleveland, OH *part-time*, 2004 to 2006

Built, installed and debugged unreleased graphics software systems for customer beta sites. Provided in-house technical support and expertise.

Susan Sharpe

9 Central Avenue, Waterbury, PA 16501 (814) 555-1212

OBJECTIVE

An entry-level position dealing with systems in a corporate environment.

EDUCATION

Bachelor of Science in Computer Science

May 2007

Minors: Economics and Mathematics

Edinboro University of Pennsylvania, Edinboro, PA

Graduated with *magna cum laude* honors

Relevant Courses

- Systems Analysis
- Operating Systems
- Statistical Inference
- Managerial Economics
- Database Management Systems
- Programming in COBOL I and II
- Actuarial Math
- Economic Forecasting

Languages Studied and Related Lab Work

- C++
- Visual C++
- Visual Basic
- COBOL
- Prolog
- LISP

RELATED EXPERIENCE

Intern

Business Systems, Inc., Erie, PA

January 2007-May 2007

Active participant on team that wrote a payroll program in Visual C++ language, utilizing two files and tracking for various factors. Contributed to weekly staff meetings. Involved in quarterly forecasting and development of new computer system related to forecasting.

Assistant Manager

Squeaky Clean Car Wash, Erie, PA

May 2005 - present

Ensure that the business is profitable. Oversee the tasks performed by approximately twelve people. Maintain daily logbooks, record volume of business, and calculate weekly and monthly totals for accountant. Prepare payroll and distribute pay to employees; make daily deposits at local bank; make withdrawals from business account in order to make purchases. Open the establishment and set up cash register. Handle customer complaints. Communicate with a variety of vendors.

Karla Cobol

10 Easy Street, Town, PA 12435

Kco@aol.com

(412) 111-2345

OBJECTIVE: A position in instructional or technical support

EDUCATION: **Bachelor of Science in Computer Science**, May 2006
Minor: Mathematics
Edinboro University of Pennsylvania, Edinboro, PA
GPA: 3.5/4.0

- Dean's List
- Pythagoras Scholarship 2005

TEACHING EXPERIENCE: **Computer Science Teacher** June 2006-Present
Meadville High School, Meadville, PA

- Teach students with varied levels of computer knowledge ranging from novice to the experienced high school programmer.
- Use a variety of teaching and motivational strategies to encourage students to reach their potential.
- Created a Computer Club, Senior Computer Club (for advanced students), and a volunteer high school computer outreach team that visits centers for senior citizens to teach computer skills.

Computer Lab Supervisor September 2005-June 2006
Lakeview Elementary, Erie, PA

- Supervised lab and instructed students from first grade through sixth grade.
- Implemented special activities to demonstrate basic computer concepts and usage.
- Developed software to reinforce learning goals.
- Created and taught district-wide faculty computer mini-courses.
- Designed a faculty computer resource center with ongoing instruction for grading programs, test development, and materials design.
- Repaired and monitored the maintenance of equipment.

RELATED EXPERIENCE: **Computer Tutor**
Erie and Meadville, PA, 2006-Present
Summer School Computer Instructor
Crawford Central Summer Program, 2007 – Present
Committee Chair
Crawford Central Technology Committee, 2007 – Present
Faculty Representative
Region 8 Technology Evaluation Committee, 2007 – Present

**OTHER WORK
EXPERIENCE:**

Nanny/Care Provider

June 2000-December 2000

Meadville, PA

- Demonstrated responsibility, maturity.
- Created nurturing atmosphere for two children ages five and eight.
- Planned activities and carried out parents' instructions.

**PROFESSIONAL
ORGANIZATIONS:**

- International Association for Computer Information Systems
- National Council of Teachers of Mathematics
- National Education Association

Credentials available at the Center for Career Services
Edinboro, PA 16444 Telephone: (814) 732-2781

Lawrence Linux

25 Bond Lane
Kenwood, MN 55811
218/555-3269
LL2007@yahoo.com

OBJECTIVE: A position using my skills as a specialist in PC software training.

EDUCATION: **Bachelor of Science in Computer Science** **May 2007**
Knowalot College, Smartsville, FL

RELATED EMPLOYMENT: **Help Desk Assistant** **May 2006-December 2006**
Edinboro University of Pennsylvania Edinboro, PA

Performed troubleshooting and problem solving activities in response to student and faculty requests for software/hardware/network issues

PC Specialist **March 2005- May 2006**
Dataright Systems Orlando, FL

Designed and presented training classes for clients on PC software, DOS, and PC fundamentals. Repaired and upgraded all components of TC hardware: AST, AT&T, Compaq, HP, IBM, and Epson. Responded to client calls on "hotline."

COMPUTER SKILLS: **Operating Systems:** Linux, Windows XP/2000/9x
Languages: Java, C, C++, JSP, ASP, HTML, SQL

ACTIVITIES: Technology Club, Campus Activities Board, Student Advisory Committee, Student Government

SYLVIA CORTEZ
Innovative Avenue
Savannah, GA 31406
(912)555-1234
syl@hotmail.com

OBJECTIVE:

Programmer/Analyst position

EDUCATION:

Bachelor of Science in Computer Science
Madison College, Madison, OH, May 2004

RELEVANT PROFESSIONAL EXPERIENCE:

Customer Support Specialist, 2006 - present
Cutting Edge Publications, Atlanta, GA

Provide telephone support to the customer database and field application engineers. Interact with test and development engineers concerning new research.

Systems Engineer, 2004-2006
Kask Instruments, Savannah, GA

Built, installed and debugged unreleased graphics software systems for customer beta sites. Provided in-house technical support and expertise.

COMPUTERS:

Programming Languages: COBOL, C, FORTRAN, PASCAL, BASIC, ReGIS (Remote Graphics Instruction Set)

Operating Systems: DOS on a PDP-II: ATEX-DOS on a PDP-11 UNIX on the SUN
And XYVISION workstations

Related Studies: Computer Graphics, Computer Design, Operating Systems, Logic Design

Jose Cruz
JCru@hotmail.com

Campus:
200 Success Hall
Edinboro, PA 16444
(814) 222-3333

Permanent
123 Side Street
Nowhere, NY 12345
(444) 555-6666

OBJECTIVE: To obtain an entry-level position dealing with systems in a corporate environment

EDUCATION: **Bachelor of Science in Computer Science** May 2007
Minors: Economics and Mathematics
Edinboro University of Pennsylvania, Edinboro, Pennsylvania
Graduated with *magna cum laude* honors

Relevant Courses

- Systems Analysis
- Operating Systems
- Statistical Inference
- Managerial Economics
- Database Management
- Actuarial Math

EMPLOYMENT: **Assistant Manager, January 2007-May 2007**
Squeaky Clean Car Wash, Erie, PA

- Ensure that the business is profitable
- Oversee the tasks performed by approximately twelve people
- Maintain daily logbooks, record volume of business, and calculate weekly and monthly total for accountant
- Prepare payroll and distribute pay to employees; make daily deposits at local bank; make withdrawals from business account in order to make purchases

EXPERIENCE: **Intern, January 2007 to May 2007**
Business Systems, Inc., Erie, PA

- Active participant on team that wrote a payroll program in Visual C++ language, utilizing two files and tracking for various factors
- Contributed to weekly staff meetings
- Involved in quarterly forecasting and development of new computer system related to forecasting

ACTIVITIES:

- Resident Hall Assistant, 2005-2007
- Vice President, Computer Science Club, 2006-2007

Resume samples within this packet were adapted from one or more of the following publications:

Adams Media (2005). *Resume almanac*. Avon, MA: F & W Publications

Alloy Education/Career Recruitment Media (2006). *Career planning guide*. Chicago, IL: Alloy Education/Career Recruitment Media.

Cohen, H., (1992). *The no pain resume workbook*. Homewood, IL: Buisness One Irwin.

Enelow, W. S., & Boldt, A.G. (2006). *No-nonsense resumes*. Franklin Lakes, NJ: Career Press.

Fornier, M., & Spin J. (1993) *Encyclopedia of job winning resumes*. Ridgefield, CT: Round Lake Publishing Co.

Krannich, R., & Krannich, C. (2005). *201 dynamite job search letters*. Manassas Park, VA: Impact Publications.

Noble, D.F. (2001). *Gallery of best resumes: A collection of quality resumes by professional resume writers*. Indianapolis, IN: JIST Works.

Noble, D.F. (2007). *Gallery of best resumes: A collection of quality resumes by professional resume writers*. Indianapolis, IN: JIST Works

VGM Career Horizons (1995). *Resumes for first-time job hunters*. Lincolnwood, IL: NTC Publishing Group.

VGM Career Horizons (1992). *Resumes for students and recent graduates*. Lincolnwood, IL: NTC Publishing Group.

Yate, M. (2005). *Knock 'em dead 2005*. Avon, MA: Adams Media.

Yate, M. (1993). *Resumes that knock 'em dead*. Holbrook, MA: Adams Media Corporation.