I School Student

14 Any Street, Berkeley, CA 94720, 555-555-5555
someone@ischool.berkeley.edu

Education

University of California, Berkeley
School of Information
Master of Information Management & Systems May 2014
- School activities, relevant projects, honors can go here or in "Additional"

University of California, Berkeley
Bachelor of Arts in Major May 2005
- School activities, relevant projects, honors can go here or in "Additional"
- Completed programming courses/languages

Experience

2010–2012   **Contoso Pharmaceuticals**   City, State
Programmer Analyst
- Primary responsibilities include design and development of server code.
- Developed and tested new financial reporting system using Visual Basic.
- Performed modifications on existing financial software.

2007–2010   **Wide World Importers**   City, State
Programmer Analyst
- Developed online and batch test plans using critical test dates.
- Developed and tested the new inventory management system using C++.
- Modified and tested order processing system using C++.

2005–2007   **The Phone Company**   City, State
Information System Specialist
- Provided object-oriented design, programming and implementation support to the customer billing system, written in C++.
- Prepared test plans, data and user documentation for customer billing system.
- Problem-solved hardware issues with fault-tolerant hard drives.

Languages

- Proficient in: Microsoft Visual C++® and C
- Familiar with: C#, Microsoft Visual Basic®, Java

Software

- Database: Microsoft SQL Server and Microsoft Access
- Platforms: Microsoft Windows® 2000, Microsoft Windows XP

Additional

- Fluent in English and Spanish
- Basic conversational skills in French and Italian
- Enjoy global travel, cooking, and exercise

Comment [m1]: Sample resume – content is only an example and includes information based on a fictional computer programmer

Comment [m2]: No lines or underlining

Comment [m3]: Best to use a standard typeface like Times New Roman or Times; font size 10, 11 or 12

Comment [m4]: Headings (limit 5)

Comment [m5]: Indicate years only – no months

Comment [m6]: Leave at least ½ inch margins

Comment [m7]: One Page Only!