THE OHIO STATE UNIVERSITY

COLLEGE OF ARTS AND SCIENCES

CAREER SUCCESS

**Communities.
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Resumes

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 Center for Career and Professional Success during walk-in hours to have your resume reviewed or book a career coaching appointment by logging into Handshake (details about walk-in hours are found on our _Personalize your Career Plan_ webpage). For general information regarding building your resume, please check out the _Core Resume Sections for a College Student_ tip sheet.

Applicable Career Communities:

1. **Computer Skills Section.** 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" by each skill.

2. **Projects Section.** Inclusion of an "IT 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.

3. **Keywords.** Effective use of keywords will increase the odds of your resume being among the search results when a recruiter runs queries in an applicant tracking system. Use of keywords will also help you tailor your resume to select positions in the IT industry. As they align with your interests and qualifications, consider the following keywords : Application development,

database development, interface design, project management, Oracle database development, network solutions, management information systems (MIS), C++, java, SQL, UNIX, software engineering

4. **Relevant Experience Section**. This section can include jobs, volunteer positions, internships, or any experiences that are relevant to your career field. Include a company name, location, position title, and dates of the experience. These experiences should be listed in reverse chronological order and include bullet statements describing what you did. This is the most important part of the resume as it allows you to show the skills you have gained during an experience. Follow the AIR formula: A = Action, I = Issue, R = Result and begin the statement with a strong action verb. An example of this is "Developed (A) a new filing system (I) that improved processing time for issuing invoices (R)".

**Want more?** Connect with your Career Coach for personalized job search strategies!
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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").

5. **Additional Experience Section.**
Experiences that are unrelated to your career field can also be included on your resume if they allowed you to develop either of the career competencies described on the *Are You Career Ready?* tip sheet. Do not feel like you must include every job you

have ever had; likewise for activities that you have participated in at Ohio State. (Unless you have related work experience beyond that of the average, traditional aged undergraduate, your resume should only be one page.)

6. **Other Sections.** Other sections that may work to your advantage are the Activities, Study Abroad, and Leadership Experience sections. Refer to the *Core Resume Sections for a College Student* tip sheet for information about what to include in these optional sections

Websites/Resources for IT Students

Internship and Job Search

Handshake:
http://handshake.osu.edu
Internship and job opportunities for Arts and Sciences majors

DICE:
https://www.dice.com/
- Career website for technology and engineering fields; you can apply nationwide free of charge

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

USA Jobs:
https://www.usajobs.gov/
- The federal government's official employment site. (Agencies are not required to use this site; some like the CIA post their openings on their own sites.)

Enrichment Programs

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CAREER SUCCESS

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; gain the skills needed to succeed in project assignments through an 8-month 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/undergradresearch

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

<u>Student Groups</u>

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:

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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

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Aly G. O'Rithm

orithm.1101@osu.edu | (614) 867- 5309 | linkedin.com/in/alyorithm | Youngstown, OH 44510

EDUCATION

The Ohio State University (OSU), Columbus, OH   Expected: May 2021
Bachelor of Science, Major in Computer Information Sciences, Minor in Spanish
Focus Area: Computer Graphics and Game Design   Major GPA: 3.6

RELEVANT COURSES

- Principles of Programming Languages
- Computer Game and Animation Techniques

RELEVANT SKILLS

Capstone Design: Game Design and Development | Software Engineering | Computer Networking and Internet Technologies | Probability and Statistics | Java | JavaScript | HTML | CSS | C/C++ | Unity | Python | Ruby | Adobe Photoshop, Illustrator, Dreamweaver and Flash | Microsoft Office Suite

PROJECTS

"Runner" in Unity Project, *Capstone Game Design Course*   August 2018 - Present
- Develop and design a 2D platform game using C++ and Unity software
- Implement algorithms to create realistic physical features on game characters

"Coffee Run" in Java Project, *Project Course*   August 2018 - December 2018
- 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 2017 - November 2018
- 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

RELEVANT EXPERIENCE

Technology Services, *The Ohio State University,* Columbus, Ohio   August 2018 - Present
Service Desk Technician
- Provide daily technical support for e-mail, network, connectivity, telecommunications, equipment, and system maintenance for a variety of software
- Increased intercultural fluency by interacting daily with international students to work through communication challenges
- 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

ADDITIONAL EXPERIENCE

Sloopy's Diner, *The Ohio Union,* Columbus, Ohio   August 2018 – December 2018
Server
- Provided excellent customer service by taking and placing orders and offering daily specials
- Engaged in problem solving and conflict management by handling customer complaints
- Communicated effectively with team members to improve daily operations