

333 North 150 East
Layton, Utah 84000

John Smith
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Programming/Web Development

A self-motivated software developer with a strong background in electronics. Eye for detail has led to successes in troubleshooting and debugging. An enthusiastic team player with demonstrated user interface design skills and a solid understanding of client/server and distributed computing models.

EDUCATION

Bachelor of Computer Science • University of Utah • Salt Lake City, Utah • 2011

Graduated Magna Cum Laude • 3.8/4.0 GPA

- Completed **custom software project** for Edtech Corporation ahead of schedule.
- Coded **C++** applications for data entry, bank reconciliation, and course tracking.
- Wrote **MySQL** database programs.
- Wrote or modified **java scripts** to manipulate and control web pages, including popups, clipboards, forms, posting, image manipulation, and date/time functions.
- Created **macromedia flash** animations for web applications, screensavers, and desktops.
- Wrote **Visual Basic** programs, including applications for currency exchange, scheduling, reminders, telephone book, sales tracking, and content searching.
- Installed and operated an **Apache Server v1.1**, including security for password protection.
- Designed **MS Access databases** with Visual Basic front ends.

EMPLOYMENT

Smithers Electronics • Layton, Utah • 2009 to present

- Responsible for all aspects of company web site, including design, implementation, and maintenance.
- Install computer software on local and remote machines.
- Instruct employees on uses of software applications and web services.
- Troubleshoot and resolve hardware/technical issues for staff and customers.

RCA Service Company • Salt Lake City, Utah • 2008 to 2009

- Performed troubleshooting and maintenance for telephone, satellite, and antennae products.
- Taught technical material for product installation and maintenance to individuals and groups.
- Acted as Branch Instructor and shop foreman for a team of over 20 personnel.
- Received highest employee ranking in technical excellence.

WEB SITES

Created the following web sites with HTML, PHP, Java Script and Java Applets:

- www.smitherelectronics.com
- www.johnsmith.freesevers.com
- www.quichsitemaker.com/members/johnsmith.html
- www.geocities.com/jsmith84000/index.html

Comment [HJS1]: Name is slightly larger than other contact info, but smaller than the headline. Phone number, email, and name are on the right margin for scannability. The less-important postal address is present, but on the left margin.

Comment [HJS2]: Note the use of a descriptive Headline that positions John in the industry

Comment [HJS3]: John claims attention to detail as one of his strengths, so there better not be any punctuation, grammar, spelling, or formatting errors in here!

Comment [HJS4]: The professional summary (which doesn't have to be labeled that) appears first and helps employers understand what unique capabilities and personality traits you bring to the table.

Comment [HJS5]: Headings are all same font and size

Comment [HJS6]: Note that facts for education and employment are formatted the same way. Year only, no months.

Comment [HJS7]: If you GPA is outstanding, be sure to put it on your resume. If it's average (below 3.0), leave it off.

Comment [HJS8]: List any real-life projects you did for industry first. Then school-related projects and/or skills.

Comment [HJS9]: This can be a good way to work in the key words that computer programs often screen for. Alternatively, you could include a Skills section.

Comment [HJS10]: Note the use of present tense at his current job and past tense at his old job.

Comment [HJS11]: The technical aspects of this job are the ones John chose to list. He may have also had other responsibilities, but it isn't necessary to list them all—just the relevant ones or those that show level of achievement.

Comment [HJS12]: This is not a technical responsibility but it shows accountability and helps make John's case.

Comment [HJS13]: Because John is applying for web development jobs, he chose to include his website portfolio as a separate section on his resume.

Comment [HJS14]: Check these links!

Comment [HJS15]: You can use any font you want, as long as you use it throughout (headings can be different font than body). I like Arial for readability, but Times New Roman is more formal.