

RESUME GUIDELINES

“Keep in mind that prospective employers will spend less than 30 seconds reviewing your resume. You must keep it clear, concise, and focused on the information that will sell you best.”

Resumes! Resumes! Resumes! **Editors of Career Press.**

OVERVIEW

A resume is a brief summary of your qualifications, skills and background which represents your education and experiences in terms relevant to the employment marketplace. The purpose of a resume is to obtain an interview, at which you will have an opportunity to describe in person what you can contribute to the organization. Therefore, it is important for your resume to represent you in a clear, well-organized, and easy-to-read style. Your resume should focus on results you have produced, using action verbs to indicate clearly the skills you used. Resumes should almost always be accompanied by a cover letter.

WHEN DO YOU NEED A RESUME?

- When you respond to a job posting
- When you want to talk to a potential employer
- When you need to discuss your past experience and skills
- When you want to do an informational interview

GETTING STARTED

You will find that everyone has a different opinion on how to write an effective resume. When given advice, ask the reasoning behind the suggestion, so that you can make your own informed decision about format, style and layout. In the final analysis, you are the best judge of what makes the most convincing case for your unique talents.

To begin, recall and gather information about yourself. Write down the most salient details of your experiences including a summary of your qualifications, employment history, community service, education, professional affiliations, publications, licenses and certifications, and other additional information (relevant hobbies, etc.). You can always delete those experiences and activities that are not relevant to the position you are seeking.

SECTIONS OF A RESUME

Identifying Information

The top of the resume should include:

- Name.
- Current address & telephone number, including area code.
- Email address, if available.
- Optional: your Web page address and fax number

Objective

Although the objective is optional, it has the advantage of telling the recruiter or hiring manager, at a glance, the type of position you are seeking.

The resume objective can take many forms. It can state: 1) the specific position you are seeking, 2) the skills you wish to use on the job, 3) the field or organization type by which you wish to be employed, or very often, a combination of all of the above. It is important to strike a balance between too much and too little information. It is also important to provide enough specific information for the reader to determine where to direct your resume. Your in-depth employment objective is reserved for the cover letter. Avoid phrases like “. . . a position in public relations or advertising.” If you are applying in different fields, use a separate resume with an objective appropriate for each field. (See also pages 5 and 6 for How to Write an Objective.)

Sample Objectives

Position stated:

- A position as an editorial assistant.
- Seeking a position as an entry level electrical engineer.
- Media Relations Manager.

Position and interest areas stated:

- A position as an editorial assistant in magazine publishing.
- Seeking a position as an electrical engineer in research and design.
- A program coordinator position in a community organization working with youth.
- An entry level computer programming position leading to program design.

Skills and organization type stated:

- A fund development position in a nonprofit organization, requiring creativity with strong oral/written communication and organization skills.
- To obtain a position in investment banking using excellent quantitative and analytical skills.
- To apply decision and systems analysis to strategic planning in telecommunications.

Highlights of Qualifications

Although this section is also optional, it has the advantage of telling the recruiter or hiring manager, at a glance, your key skills and experience as they relate to the position you are seeking. (See also page 6 on How to Write Accomplishment Statements.)

Bulleted highlight categories could include the following:

- Number of years experience in work that is relevant to the objective above.
- Credentials or education or training, relevant to objective.
- Key accomplishment(s) that shows you're a “hot candidate” for this job.
- A strength or characteristic that's important to you and relevant to this job.
- Something else the employer should know—a skill, trait, accomplishment, personal attribute.

Education

This section must include the first three items listed below. The other entries are optional.

- Names of the degree granting institutions, listing first the most recent degree earned.
- Degree received and major.
- Graduation date or projected graduation date, or dates of attendance if no degree was completed.
- Any minors, specialization or focus areas.
- Overseas academic experiences, if relevant.
- Courses that are relevant to the positions for which you are applying.

Experience

When describing your experiences, include:

- Title of the position.
- Name of organization and location with city and state.
- Dates of employment/involvement.
- Description of responsibilities beginning with action verbs. (Avoid phrases such as “Duties included . . .”)
- Mention believable, verifiable accomplishments.

Suggestions for Describing Your Experiences

(See also page 6 on How to Write Accomplishment Statements.)

- Describe your experiences in terms of accomplishments including the variety of tasks performed and progressive increases in responsibility.
- Be action oriented. Begin each sentence with an *action verb* (organized, developed, directed, etc.) See p. 7 for more examples of *action verbs*.
- Use nouns that convey key skills or knowledge areas (e.g., familiar with C++, proficient with Excel, fluent in Spanish).
- Keep personal pronouns out of your descriptions.
- Quantify your experience whenever possible to demonstrate the scope of your responsibilities. For example, “planned and managed a budget of \$200,000” or “supervised a team of four technical writers.”
- Include paid jobs, volunteer community service, special projects, etc.

If in doubt, include it and ask for feedback from an objective person critiquing your resume. In the final analysis, use your best sense of what presents you in strong, clear, succinct terms.

Additional Information (Optional)

This section can include languages, computer skills, interests, sports, hobbies, volunteer experiences, etc. However, if one of these areas is especially relevant to your objective, you may choose to put it into a separate section (see below).

Other Possibilities for Sections

Choose your headings based on your background and the qualifications you believe will be important or of interest to the employer. Be descriptive in your selection of a heading. Sample headings may include:

- **Computer Skills**
- **Lab Skills**
- **Languages**
- **Honors and Awards**
- **Professional Affiliations**
- **Professional certifications, licenses, etc.**
- **Community Service**
- **Outstanding Accomplishments**

References

If references would be well known to your reader, you may want to include their names on your resume. Usually, if references are requested, a separate reference sheet is paper clipped to your resume (or presented later in your job search if you are a finalist for a position). This should have your name at the top and list the names, titles, addresses and phone numbers of your references. Remember: it is important to contact your references prior to submitting their names to potential employers.

RESUME FORMAT AND LAYOUT

There is no single, best way to set up your resume - the resume format you choose should present your strengths clearly. There are three basic resume formats: chronological, functional/skills, and combination.

1. Chronological Format

Presents your experience and education in reverse chronological sequence, starting with the most recent. Date, job title, organization's name, location and a description of your activities are listed as part of the experience section. This format is simple, straightforward, and is especially useful for anyone with a history of directly relevant experiences. Employers usually feel most comfortable with this type of presentation of academic and employment information.

You may want to use a chronological style when:

- You want to emphasize advancement to progressive levels of responsibility (e.g., sales clerk . . .department manager . . .store manager . . .regional manager . . .).
- You want to illustrate a stable work history.
- Your current job is in the same field as the position for which you are applying.
- You are applying for a job in a conservative field or industry (i.e., banking, accounting).
- A potential employer is likely to prefer a more traditional looking resume.

2. Functional/Skills Format

Focuses on areas of skill. This format draws attention to accomplishments and highlights your skills rather than your work experience. It is more commonly used by people returning to the workplace after being away or otherwise involved, where accomplishments rather than a chronological presentation of work experience is more effective. When using a functional format, you place your accomplishments, clustered into functional areas, in your **EXPERIENCE** section, with an additional section titled **EMPLOYMENT HISTORY**. In this section, briefly list the titles, dates and organizations where you gained your experiences. See books such as *Resumes that Mean Business*, Princeton Review's *Trashproof Resumes*, or National Business Employment Weekly's *Resumes* for examples.

You may want to use a functional format when:

- Your recent work experience is unrelated to your current job objective.
- You want to illustrate skills and accomplishments related to volunteer work, student activities, or academic experiences.
- Your job titles don't reflect your true level of responsibility or accomplishments.
- Your work history is complicated or includes stretches of unemployment (other than when you were a full-time student).
- You want to emphasize specific skills that are closely related to your objective.
- You are making a career change and you want to illustrate how skills acquired in one setting can be transferred to a new field.

3. Combination Format

Combines both the chronological and functional formats. This format allows you to group your experiences or key selling points together by functional areas (such as **RESEARCH EXPERIENCE** and **TEACHING EXPERIENCE**) and then list those experiences chronologically within each section. Be sure to be logical and organized in structuring this type of resume so that it is easy to follow. This format is appropriate when you have relevant work experience for each of several skill areas.

IMAGE

Perhaps one of the most important tools you will use in searching for a job is your resume. The primary purpose of your resume is to interest an employer enough to contact you for an interview. An employer typically spends less than 30 seconds reviewing your resume. Therefore, it must be easy to read and show integration between your job objective and the supporting data. There are many books written on how to prepare a resume, and many opinions concerning how a “perfect resume” should look.

LENGTH: For a recent college graduate with limited work experience (2-3 jobs), a one-page resume is ideal. If you have extensive work experience, one-and-a-half to two pages should be the limit. Two page resumes should be stapled together. Never copy a two-page resume on both sides of one page.

APPEARANCE:

Your resume should be well spaced and organized so that it can be easily screened by the reader. Avoid overcrowding. Leave at least one-inch margins on the top, bottom and sides. Emphasize headings with bold print, CAPITAL LETTERS and/or underlining. Use “bullet” statements to highlight your accomplishments:

- Planned and organized . . .

LANGUAGE:

Avoid jargon, acronyms or abbreviations. Use a dictionary, synonym dictionary and thesaurus. Proofread carefully. DO NOT rely solely on computer spell-check programs to locate typographical errors. Have at least one or two friends and/or a career counselor also proofread your resume. The more often you edit it, the better quality document you will produce.

TYPING: Whenever possible, prepare your resume on a personal computer using a word processing or desktop publishing software program and a laser printer. Preparing your resume on the computer gives you the flexibility to make changes quickly, and to tailor each resume for a specific position. Many word processing services will format, type, and store your resume on disk for a fee.

PAPER: White, off-white (cream) and light grey are the most appropriate colors for resume paper. Choose a good quality rag or linen finished bond paper (24 - 60 lbs.) for a professional look. 8-1/2" x 11" ONLY! Your cover letter stationery and envelope should match the color and weight of your resume paper. Most copy services will sell matching blank paper and envelopes. Reproduce your resume using a high-quality photocopier or laser-print multiple copies. Ask the copy service provider to show you paper samples and examples of copy quality before you buy.

WRITING STYLE

- Written in the third person; no “I” statements
- Written in easily understood language (except where technical terms are required to explain specifics)
- No redundancy or repetition; every word counts
- Use action verbs (e.g., “developed,” “evaluated,” “created,” “implemented”)
- Abbreviations and acronyms eliminated
- Grammar is correct

HOW TO WRITE AN OBJECTIVE

A career objective at the top of the resume lets the reader know what type of position you are seeking. It is a statement of the kinds of skills you want to use, the kind of department or organization you want to work in, and the geographic location in which you would like to work. The objective should be short and clear and focused.

BAD EXAMPLE: To pursue a career with an organization which will utilize my education, experience, skills and abilities leading to mutual growth and success. (*This doesn't tell the reader anything except that the resume writer is unfocused.*)

Focused Examples:

A supervisory nursing position in an outpatient setting utilizing my patient relations, clinical assessment, case management, and communication skills.

- A therapist position in a mental health agency working with HIV/AIDS populations.
- Patient representative position utilizing my interpersonal communication, computer, and medical insurance billing skills.
- Writing, sales promotion and department management for a medium-sized high technology firm in Silicon Valley.
- Trainer with heavy emphasis on new program development for management personnel for a Fortune 500 consumer products company in the San Francisco Bay Area.
- Auditing, tax planning, and date management for a public accounting firm in the Los Angeles metropolitan area.

Suggested Object Format:

A _____ (type or level) position, in _____ (industry/department), utilizing my _____, _____, _____ skills.

HOW TO WRITE ACCOMPLISHMENT STATEMENTS

Accomplishment statements illustrate the skills you used on the job and describe the results you produced. Accomplishments may include any of the following:

- Special projects/assignments Saving time or money
- Unique contributions Increasing productivity, customer satisfaction
- Big and small challenges Reducing costs, complaints
- Bringing projects in on time Streamlining procedures
- Bringing in projects under budget Eliminating nagging problems

Accomplishment statements may be used in the Highlights for Qualifications section and/or the Work Experience section.

Avoid writing “duties included” or “responsible for.” Instead, write active-voice statements, using the formula below, describing how you made a difference in your position. This is your opportunity to answer the reader’s mental question “what can you do for me?”

Formula for Writing Accomplishment Statements using the STAR Method

Action Verb + Situation/Task + Action + Results Produced

- **Action verb:** *Planned, initiated, coordinated, etc.* (see list on following page)
- **Situation/Task:** *Planned a meeting; initiated a program, etc.*
- **Action:** Interesting detail—who you did it for; time frame; number of people; size of budget; size of caseload; type of issues/population, etc.
- **Results:** The bottom-line effect of your effort (saved time or money, exceeded sales goals, reduced errors, increased student retention, etc.) Quantify results whenever possible (i.e., how much? how many? or what time period?)

RESUME SCANNING & TECHNOLOGY

Resume writing is still basically a matter of putting words on paper in an organized and persuasive way. Many organizations screen resumes using optical scanners, while an increasing number of employers are accepting resumes via email, World Wide Web, electronic newsgroups, and fax.

Optical Scanning

Optical or electronic scanning technology allows organizations to handle large amounts of information on incoming job applicants by scanning resumes for key words which indicate skills, education, and knowledge areas the employer is seeking. Your resume is scanned into the computer as an image. Optical character recognition (OCR) sorts the image into recognizable letters, words, and symbols. Don't discard your conventional resume, as it can be effective once your resume has passed scanners and is read by a hiring manager.

Suggestions for Success with Scanning Technology

- Use laser printing, with black ink on white or light-colored 8.5 X 11 paper. Clear contrast improves recognition.
- Use standard fonts where none of the characters touch each other. Such fonts include: Times, Palatino, Helvetica, Optima, Courier, and New Century Schoolbook.
- Underlining, italics, or fancy scripts may not scan accurately.
- Use boldface and/or all capital letters for section headings and emphasis, as long as the letters don't touch each other. At least 1/4" is required between all lines and typeface.
- Columns, centering and indentations may be changed when converted to optically scanned text.
- Stay within 10-14 point font size.
- If you use bullets, include a space after the bullet.
- Use only one side of the page. One to two pages are usually acceptable, if succinct and clear. Keep vitally important information on page 1.
- Place your name at the top of each page on its own line. On the first page, use standard address format and list each telephone number on its own line.
- Use multiple synonyms for the same skills to be sure your qualifications are picked up.
- Be descriptive in your titles so your experiences are not missed; i.e. Legal Office Assistant as opposed to Office Assistant.
- Mail a laser print original or excellent copy. Paper clip pages together. Do not fold or staple.

The Importance of Keywords

The scanner searches your credentials for keywords which describe your education, experience, skills, knowledge areas, and professional affiliations. Every occupation and career field has its own jargon, acronyms and buzzwords. You can compile a list of keywords for your field using the *Occupational Outlook Handbook*, job announcements and organizations' Web sites. Also remember there are general keywords that apply to transferrable skills important in many jobs, such as: teamwork, writing, planning, coordinating, designing, etc. If you are responding to a job listing, use words from the job listing in your resume and cover letter. In addition, conducting information interviews with people in the field can be highly effective in "learning the language" of your intended field.

Preparing Two Versions

It is useful to prepare two resumes, one for scanning purposes with a scannable format and detailed information, and the other for people to read during a face-to-face interview. The second could include a more creative layout, enhanced typography and summarized information.

Fax

It is now common to find job listings with instructions to “fax resume.” The advantage of faxing is that it allows you to respond instantly to a hiring notice or hiring manager’s request for additional information. In some offices, faxed material tends to be read more often or faster than material arriving by mail. However, the quality of a fax machine is usually low. Use a cover sheet, fax both a resume and cover letter, and note that a printed copy of your resume and cover letter will follow in the mail.

Email, World Wide Web and Newsgroups

Resumes sent on-line should be left-aligned with no formatting (no tabs, bold, columns, italics or underlines). Any elements of style to direct your reader’s attention should come from text items such as capitals, spacing and characters such as *** or <<< >>>. How your resume looks on-screen and prints on paper is dependent upon your receiver’s email program, margins, and font settings. The same resume sent to 25 different email addresses can have 25 different “looks” with the same content. Send your resume in ASCII text, as it can be recognized by PC’s, Mac’s, workstations and mainframes, providing the best chance for getting your resume entered into most searchable databases.

Do not send your resume as an attachment. Although it may look better to you, employers often scan email text for keywords, and your attachment may not be recognized by their computer. Be sure to email yourself a copy before sending it to an employer. See **Sample Electronic Resume** (p.14).

As resumes are reduced to ASCII characters and keywords, your cover letter becomes more important as a way to communicate who you are and what you can contribute to the organization. Your cover letter should supplement, not repeat the information in your resume. (See **Writing Effective Cover Letters** guide.)

In general, Human Resources professionals say they prefer resumes sent by email, as they do not have time to access resumes on the Web (unless you are applying for a job such as Web page designer). If you do decide a Web resume might be useful to prepare, be sure to keep it current, on a single Web page, using a keyword summary at the beginning, and avoiding excessive hyperlinks that distract viewers from their primary intention - deciding whether to contact you for and interview.

ADDITIONAL RESOURCES

Books:

- *Be Your Own Headhunter On-line*, Dixon and Tiersten.
- *Damn Good Ready to Go Resumes*, Parker.
- *Electronic Resume Revolution*, Kennedy.
- *Electronic Resumes for the New Job Market*, Weddle.
- *Encyclopedia of Job-Winning Resumes*, Fourier and Spin.
- *From College to Career*, Asher.
- *Heart & Soul Resumes*, Cochran and Pearce.
- *Hook Up, Get Hired! The Internet Job Search Revolution*, Kennedy.
- *Internet Resumes*, Weddle.
- *Resumes*, National Business Employment Weekly.
- *Resumes That Knock ‘Em Dead*, Yates.
- *Resumes That Mean Business*, Eyler.
- *The Smart Woman’s Guide to Resumes and Job Hunting*, King and Sheldon.
- *Trashproof Resumes*, Princeton Review.
- *Use the Internet to Land Your Dream Job!*, Goodwin, Cohn, and Spivey.

SAMPLE ACTION VERBS LISTED BY FUNCTIONAL SKILL AREA

<p>COMMUNICATION</p> <p>Aided Arbitrated Advised Clarified Consulted Contributed Cooperated Coordinated Counseled Debated Defined Directed Enlisted Explained Expressed Helped Influenced Informed Inspired Interpreted Interviewed Mediated Merged Negotiated Promoted Recommended Represented Resolved Suggested</p>	<p>CREATIVE</p> <p>Acted Abstracted Adapted Composed Conceptualized Created Designed Developed Directed Drew Fashioned Generated Illustrated Imagined Improvised Integrated Innovated Painted Performed Planned Problem solved Shaped Synthesized Visualized Wrote</p> <p>PROVIDING SERVICE</p> <p>Advised Attended Cared Coached Coordinated Counseled Delivered Demonstrated Explained Furnished Generated Inspected Installed Issued Mentored Referred Repaired Provided Purchased Submitted</p>	<p>DETAIL ORIENTED</p> <p>Analyzed Approved Arranged Classified Collated Compared Compiled Documented Enforced Followed through Met deadlines Prepared Processed Recorded Retrieved Set priorities Systemized Tabulated</p> <p>ORGANIZING</p> <p>Achieved Assigned Administered Consulted Contracted Controlled Coordinated Decided Delegated Developed Directed Established Evaluated Led Negotiated Organized Planned Prioritized Produced Recommended Reported</p> <p>BOOKKEEPING</p> <p>Prepared Projected</p>	<p>INVESTIGATING/RESEARCH</p> <p>Calculated Cataloged Collected Computed Conducted Correlated Critiqued Diagnosed Discovered Examined Experimented Extrapolated Evaluated Gathered Identified Inspected Interpreted Investigated Monitored Observed Organized Proved Reviewed Surveyed Tested</p> <p>MANUAL SKILLS</p> <p>Arranged Assembled Bound Built Checked Classified Constructed Controlled Cut Designed Developed Drove Handled Installed Invented Maintained Monitored Prepared Operated Repaired Tested</p>
<p>FINANCIAL</p> <p>Administered Allocated Analyzed Appraised Audited Budgeted Calculated Computed Developed Evaluated Figured Maintained Managed Performed Planned</p>			

SAMPLE REFERENCES

JANE SMITH

REFERENCES

Dr. Jan Professor
Department of Biological Sciences
Stanford University
Stanford, CA 94305
650.725.3218

Jerome Titan
Senior Scientist
Genentech
1204 Lloyd Street
South San Francisco, CA 94080
650.225.9999

Vanessa Jean
Manager
The Gap
1999 Main Street
Hometown, XX 12345
650.321.5000

SAMPLE GENERAL RESUME

NAME

Present Address:

Street name & number or PO BOX

City, State ZIP

Phone, including area code

Email

OBJECTIVE

Optional, but must be brief and show focus. Can include employment goals, position interest, skills to be used or industry you are seeking.

EDUCATION

List most recent first. State name of university, degree received, major, minor or special focus areas.

EXPERIENCE

List most recent experience first. Include dates, job title, name of organization, and description of responsibilities. Be action oriented, including skills and verbs that are transferable to the work you are seeking. Use numbers to show scope of responsibility. Include both paid and unpaid work, if relevant to the position sought.

SKILLS

Include special skills or relevant talents showing initiative, resourcefulness, leadership something you'd like the employer to know about you. Language fluency, computer knowledge, lab skills, etc.

AFFILIATIONS

State professional associations, organizations, offices held, honors or awards received.

COMMUNITY SERVICE OR EXTRACURRICULAR ACTIVITIES

Community projects indicating commitment, interests, values, teamwork, initiative, etc.

SAMPLE COMBINATION RESUME

DANA JACKSON

PO BOX 12345
Stanford, CA 94309
650.555.1234
dana@leland.stanford.edu

SUMMARY

- Excellent written communication skills and ability to work with a team.
- Proficient with CricketGraph, MSWord, Excel, FileMaker, and PageMaker.
- Experienced lab technician executing DNA sequencing and gene analysis.

EDUCATION

Stanford University, Stanford, CA. B.A. in Human Biology, June 2000
Coursework: Organic Chemistry, Physics, Statistical Methods, Biology Lab, Human Organism, Cardiovascular Disease Prevention, and Epidemiology.

TECHNICAL EXPERIENCE

University of Illinois at Chicago Cancer Center, Chicago, IL 6/0X-9/0X.
RESEARCH ASSISTANT

Quickly learned complicated laboratory procedures. Conducted experiments involving DNA sequencing and gene analysis. Learned gel electrophoresis techniques. Maintained detailed records for procedural and statistical purposes. Gained significant independent research and writing experience.

WRITING EXPERIENCE

Hoover Institute Public Affairs Office, Stanford University, Stanford, CA 9/9X-present.
PUBLIC RELATIONS INTERN

Compiled articles from an array of journals, magazines and newspapers. Used PageMaker to create mastheads and produce opinion editorials. Developed efficient proofreading methods and an innovative talent for pasting up difficult articles.

The Stanford Daily, Stanford University, Stanford, CA 9/9X-6/9X.
FEATURE WRITER

Developed journalistic writing style and interviewing skills. Successfully met all deadlines and consistently published front page articles.

LEADERSHIP and TEACHING EXPERIENCE

Self-employed, Palo Alto, CA 10/9X-present.
MATH and ENGLISH TUTOR

Tutor two seventh grade girls. Employ the Socratic method to develop their analytical skills and help them with their homework. Design tests to chart their ability. Create interactive games to increase their understanding of math and grammar, and to develop their communication skills.

Black Student Union, Stanford University, Stanford, CA 9/9X-6/9X.
OFFICER'S SCORE

Worked with a team to plan, organize, and publicize a range of activities and programs designed to bond, motivate and educate Stanford's African-American community. Established alumni contacts via newsletter to secure financial and mentoring support.

Human Biology Theme House, Stanford University, Stanford, CA 9/9X-6/9X.
FOCUS ASSISTANT

Participated on a team of five to recruit speakers and develop well organized, thought-provoking programs.

SAMPLE ELECTRONIC RESUME

STEVEN GROSSMAN
3 Sandalwood Terrace
Los Altos, CA 94040
650.555.4321
Steven@leland.stanford.edu

<<<OBJECTIVE>>>

Member of a software development team in the areas of operating systems, compilers, graphics, or user interfaces.

<<<KEYWORD OVERVIEW>>>

- * Extensive programming experience in OS and VM/CMS on IBM 360/370 and 3090 mainframe computer systems as well as Pascal, Fortran, PL/1, IBM TSO CLIST, SPF and JCL languages.
- * Detailed training and moderate experience in programming with Macintosh, IBM AS/400, Unix on VAX 8800 computer as well as C, C++, MC68000 Assembler, Ada, LISP, Scheme, Prolog and SmallTalk languages.
- * 5 years experience in software development, requirements analysis, testing and verification of small, medium and very large scientific applications.
- * 2 years experience in budget analysis and planning.
- * 4 years of practical teamwork and leadership experience in management training in Naval ROTC.
- * Strong analytical and teaching skills.

<<<EDUCATION>>>

STANFORD UNIVERSITY, Stanford, CA.
M.S. Computer Science expected, 6/9X.

UNIVERSITY OF CALIFORNIA, Los Angeles, CA.
Completed 7 courses in Artificial Intelligence Program, 2/9X-6/9X.

UNIVERSITY OF SOUTHERN CALIFORNIA, Los Angeles, CA.
B.S. Aerospace Engineering, 6/9X.

<<<EXPERIENCE>>>

COMPUTER SCIENCE DEPARTMENT, STANFORD UNIVERSITY, Stanford, CA, 9/9X-present.
TEACHING ASSISTANT: Assisted professor in teaching Macintosh 68000 Assembly Language class. Designed, created and graded assembly language programming assignments.

ROLM SYSTEMS, Santa Clara, CA 6/9X-9/9X.
SOFTWARE TEST ENGINEER: Worked with a team to create and execute system error recovery test plan for AS/400 to CBX application. Prepared requirements and coordinated setup of lab equipment.

ROCKWELL INTERNATIONAL, Downey, CA 2/9X-9/9X.
TECHNICAL STAFF: Created and maintained simulation, data analysis and software evaluation tools. Tested and verified requirements for Space Shuttle Navigation System.