**Computer Science Resume Template (DON’T INCLUDE THIS)**

Career Center

Shippensburg University of Pennsylvania

career@ship.edu ∙ career.ship.edu ∙ 717-477-1484

**Name**

**Contact Information** (Address, Email, and Phone)

**EDUCATION/TRAINING** (TRAINING is optional)

**Bachelor of Science in Computer Science,** ExpectedGraduation, Month, Year

Concentration: (Select \*Computer Graphics and Gaming, Computer Science Applications, Artificial Intelligence\*)

Minor: (if applicable)

Shippensburg University, Shippensburg, PA

Accredited by ABET, Inc. (Accreditation Board for Engineering and Technology)

GPA: (list if noteworthy; 3.0+)

 **Possible Subheadings under Education: \***Study Abroad; Honors; Relevant Coursework\*

**COMPUTER SKILLS** (should be a focal point of resume; possibly consider subheadings for information)

 **Languages:**

 **Operating Systems:**

 **Applications:**

 **Networking:**

 **Hardware:**

 **Telecommunications:**

**PROFESSIONAL INTERNSHIPS**

**Title,** Organization(dates involved)

City, State

* Describe duties/responsibilities
* Be specific
* Use “buzz” words related to the field
* Begin each bullet with an action verb; No personal pronouns

**RELEVANT EXPERIENCE**

**Title** (for Community Service, your Job Title may be “Volunteer”), Organization, (dates)City, State

* Describe duties/responsibilities
* Be specific
* Use “buzz” words related to the field
* Begin each bullet with an action verb; No personal pronouns

**Relevant Projects/Research Projects:**

**Title of Research,** dates

* List duties/responsibilities; scope/size of the project; human subject approval (if relevant); funding/financial support
* Of project; outcomes of research/project
* Was project submitted/approved for publication?
* Use past tense action verbs to begin each bulleted statement

**First Name, Last Name, Page 2 of 2** (Always best to keep resume to 1 page, however…)

**Campus Leadership/Involvement**

**Leadership Role,** Organization(dates)

**COMMUNITY SERVICE** (more passive involvement such as Blood drives, Relay for Life, marathons)

Organization (dates); Organization (dates); Organization (dates); Organization (dates);

**Professional references and portfolio available upon request**

**Other Possible Headings to Incorporate In Resume**Languages; (possibly subheadings); Military History; Professional Development/Conferences Attended; Professional Memberships/Affiliations; Community Service/Involvement; Media Equipment/Skills; Graphic Design Experience; Media-Related Experience (Print/Electronic); Public Relations Experience

**Computer Science Resume Example**

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**Sarah May**

**Contact Information** 123-456-7890, email@domain.net

**EDUCATION**

**Bachelor of Science in Computer Science,** ExpectedGraduation, May, 2021

Shippensburg University, Shippensburg, PA

Accredited by ABET, Inc. (Accreditation Board for Engineering and Technology)

GPA: 3.0

**SKILLS**

Coding: C/C++, Java, x86 assembly, C#, PHP, JavaScript, HTML, CSS, SML, Ruby, Perl

Technologies/Environment: Windows, Win32 API/GUI, Linux, MySQL, OpenGL, ASP.NET

**PROFESSIONAL INTERNSHIPS**

**Student Intern,** Arteria Health Systems (Summer 2019)

Cleveland, OH

* Created new functionality for state-level prescription drug information system
* Worked with end users to determine their information needs
* Wrote application to create custom surveys
* Migrated existing website from SQL Membership to ASP.NET

**RELEVANT EXPERIENCE**

**Technology Help Desk**, Shippensburg University, (August 2017 – Present) Shippensburg, PA

* Resolved issues regarding networking (wired, wireless, and dialup), and email problems service users
* Answered questions about software supported by the university, such as MS Office
* Communicated with customers through email, telephone, and face to face

**Relevant Projects/Research Projects:**

**Vintage Foundation** (Fall 2019) – a consulting project in a nonprofit organization

* Advised on new technologies to help further the organizational mission
* Instructed program director on building a user-friendly website and relational database
* Assessed systemic problems and suggested possible solutions

**News Delivery System** (Spring 2019) - online information gathering/presentation system

* Integrated old code with new for web application delivering custom tailored web news
* Coded in Java using Model-View-Controller architecture

**Ebarter** (Fall 2018) - an online bartering system running on Apache Tomcat

* Applied software engineering principles along with J2SE Web Development Kit
* Led team in coding phase of development