Writing the Perfect Resume; Acing the Interview

Your resume is your first impression. Employers look to resumes to provide a quick and concise summary of a candidate's experience; and decide from the resume if the candidate is worth interviewing. In order to make the most of your job search, you must start with a good resume.

So what is a good resume for an IT pro?

"Every IT resume should contain five basic components: Summary, Education, Technology, Certifications and Professional Experience," says Namalhi Hall, National Fulfillment Recruiter for COMSYS, an information technology services company.

"Beginning your resume with a summary allows you to highlight your qualifications and strongest skills," he explains. "I always tell my candidates to tailor their resume to the job description. Don't embellish, but ad something from your work experience that relates to the job."

Hall also notes that it is important to stay away from using fancy text or formats. "The extra text and graphics take away from your skills. You want employers to notice your experience, not the font."

Once employers notice your experience, you may be called in for an interview. The interview is your chance to explain your resume and show that you are the right candidate for the job.

Monster.com lists the three "R's" to prepare for an interview:

- **Research** Stay engaged in the interview and show employers that you are interested in their company. An easy way to find out general information is to visit the company's Web site.
- **Rehearse** Most interviews follow the same pattern and contain the same questions. Think about previous interviews you've had and practice answering questions about your experience. Write down questions and role play with a friend or family member.
- **Relax** Take a deep breath and focus, you have the experience, you just have to talk about it! Stay confident and on track by making a list of important points you want to talk about, or questions you want to ask.

Hall tells his candidates to treat interviews as a conversation about their experience, and not just an exchange of questions and answers. "Try not to answer just yes or no, especially no."

If you have never worked with a technology before, Hall suggests that instead of saying no, you should turn it into a positive response. "Although I haven't worked with this, I am trying to do this" or "I am learning this..."

"It is also a good idea to let employers know of situations where you had to think critically and find your own solution," says Hall.

To view a sample resume click here.

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SUMMARY

I am a software application expert, with a great deal of knowledge and real world experience in object oriented methodology, problem analysis/solution, application design and testing of client/server systems. I am a natural leader and possess great communication skills. I have a proven ability to work proficiently in a team and individual work environment, and demand excellence from all my deliverables.

EDUCATION

Bachelor of Science in Computer Science from University, Chicago IL

TECHNICAL

Languages: C#, VB.Net, C++.Net, C++ 6.0, VB 6.0, VBScript, JavaScript, Perl, SQL
Web Languages: ASP.Net, ASP, JavaScript, HTML, DHTML, XML
Database: Oracle 9i, SQL Server '00/'05, MS Access
Environments: Windows NT/2000/XP/2003, UNIX, Linux
Modeling: MS Visio
Build Tools: Windows Installer, Installshield / Macrovision, WISE
Web Servers: IIS, Apache

CERTIFICATION

May 2002 Oracle 9i DBA Certified Associate

PROFESSIONAL EXPERIENCE

Company Name, Chicago IL **2004 – present**
Software Engineer
- Developed a windows form application using C#, Imported Win32 API calls, XML, and SQL to modify the Microsoft Installer Database, in order to develop Microsoft Small Patches.
- Developed a console application using VB.Net and C#, which will automatically produce a Microsoft Minor Patch from one or more Windows Installer Databases. Then incorporated new logic into an automated build process.
- Developed custom action scripts using JavaScript, Perl, VBScript, and InstallScript, to do data backup, recovery, database migration, and data migration.
- Support of .Net built projects that handle database manipulation, store sales totals, store reports, and other grocery store functionality.
- Make code fixes on developed software that fixes bugs reported by NCR customers.

Company Name, Chicago IL **2001 – 2003**
Database Management
- I was a part of a Database Administration team that developed a SQL Server 2000 database that kept up with weekly reports, using T-SQL and Stored Procedures, and integrated it with Microsoft Excel 2000 to output graphs with the reports.

- Developed a SQL Server database that integrated with ArcGIS application and downloaded images and information about overseas positioning. Then, I managed a team that built the front-end Visual Basic.Net application to manage the data, as well as a ASP back-end that could be accessed when away from headquarters. Both applications used XML meta-data to synchronize between the database, web application, and windows form application.
- Developed an automated tool using JavaScript that at execution entered all necessary information into the SQL Server database.
- Created data backup, recovery, and maintenance plan on a SQL Server database, then worked with a team of other Database Administrators at converting the SQL Server into an Oracle 9i database.

Company Name, Chicago IL **1999 – 2001**
Software Developer
- Helped in developing the company web page using DHTML and Java.
- Developed a web application in Java, JavaScript, and DHTML that overseas soldiers downloaded in order to help perform radiation contamination levels while in the field.
- Developed a Visual Basic 6 windows application that calculated radiation contamination levels, that was a duplicate of the Java web application.
- Developed a relational database in Access to help track Radioactive Materials that were being transported between bases.