Name and contact information

The first section of the first page should be your name, address, email address and cell or home telephone number.   Use your full name, if you use a nickname, place it in parentheses between your first and last name. The entire contact section should be in **Bold** typeface. Another important point is that some software that pulls resumes into databases can't pull information from a header, so to be on the safe side, don't put it in a header.

Name
Address
City, State Zip
Cell Phone Number
Email Address

Executive Summary

This can be a brief summary of your technical skills, but should include the soft skills that a reviewer can't ascertain in a resume.

Technical Summary

This section serves as a "Table of Contents" for your resume. If the reader sees the skill they are looking for, they will read your resume, no matter how long it is. In addition, a lot of companies now are creating resume databases of their own. If you provide them with your skill set information, the human resources person (who is usually non-technical) won't have to guess at your technical qualifications and what terms to use in the keyword search fields. Below are examples of ways to organize your technology summary:

Hardware:	AS/400, S/38, HP9000, Sun, RS/6000, etc.
Software:	SAP, PeopleSoft, JD Edwards, Infinium, Lawson, Mapics, etc.
Languages:	Java, Visual Basic, .Net, RPG/ILE, Cobol, C, CL, OCL, etc.
Operating Systems:	Solaris, OS/400, MVS, HP-UX, AIX,
Server Hardware/Operating Systems:	HP 9000/800 Servers/Workstations; Dell PowerEdge Servers; Compaq Proliant Servers; EMC Clariion storage systems; HP-UX; SCO Unix; Sun Solaris; Windows NT Server/Workstation 4.0; Novell Netware
LAN/WAN Protocols:	TCP/IP, RIP&RIPv2, VRP, VRRP, VLAN tagging, SNMP, SMTP, RADIUS, DNS,

	IPX/SPX, FDDI, Ethernet, Token Ring, Bridging, Spanning Tree, Frame Relay, FT1, T1, T3, ISDN, Dial-Up
Networking Hardware/Software:	Bay/Nortel Networks family of routers (BCN, BLN, ASN, AN, ARN), concentrators/hubs (3000, 5000, BayStack series), Layer 2 and 3 switches (BayStack series, Acclear series), and remote access concentrators (Versalar 5399 and 8000); Adtran CSU/DSUs and TSUs; Visual Networks CSU/DSUs; Visual Networks Frame Relay Management Server; Cisco 2500 and 2600 series routers; Cisco IOS 10.x, Bay Networks Optivity; HP OpenView Network Node Manager

Professional Experience

This is one of the most crucial areas of the resume. It is used to catch the potential employers' eye and make them want to learn more about you. It is a highlight of significant experiences, areas of expertise, the projects you have worked on, the scope of the projects, and information about your current skill level. It's the most important area for marketing yourself. What are you known for? What is your area of expertise? Whenever possible, mention the resulting benefit that your work brought to the department or company. Be brief, without leaving out pertinent details. We would rather see a resume too long and help you shorten it, than to get one too brief. Be sure to use action verbs (such as these) at the beginning of each sentence. Do not use the word "I" anywhere in your resume.

If you have previous positions prior to being in the computer industry, you don't necessarily need to list these individually. A brief statement will suffice (i.e., Positions prior to 20___ were unrelated to professional career). Or, if these positions were significant in length or function, list the company(ies) and the position(s) without any detail.

Education

If you are a recent graduate, list your courses of study. If not, don't list college courses. All honors or special achievements should always be listed, in addition to the college, course of study and grade point average/rank in class if 3.0/4.0 or better. Listing the year of graduation is not necessary, as the year you graduated could lead an employer to discriminate against you due to age.

Always place your name on secondary pages of your resume such as the example below:

Your Name - Resume
Page Two

Continuing Education/Training

List any relevant courses or training here. (i.e, IBM Security Officer Training, MCSE, CCNP,

SAP BW Training, etc.) However, don't go back to the inception of your career, especially if the courses are irrelevant to the type of position you are pursuing.

References
Never provide references on your resume. Provide a separate list as an addendum, if requested. On your resume state "Provided upon Request."

If you have been asked for a list of references, find out the types of references that are being requested. Most of the time, the hiring manager will not be asking for character references or college references (unless you are a recent college graduate).

Salary Information
Never provide salary information on your resume. If you have been requested to provide it, provide an addendum to your resume and list your starting and ending salaries for each position you have held.