

# Chuck Bartowski

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## EDUCATION

### University of Arizona

Bachelor of Science in Computer Science  
Minor in Mathematics

Tucson, AZ

May 2018

GPA: 3.5/4.0

## TECHNICAL SKILLS

Programming Languages: Python; Java; C; JavaScript; HTML; SQL; MIPS  
Operating Systems: Windows, Unix, Linux, OS  
Software / Libraries: Git, Angular.js, Node.js, D3, jQuery, Eclipse; Terminal; Vim; Eclipse; Notepad++

## RELEVANT COURSEWORK

Object-Oriented Programming	Discrete Structures
Algorithms	Database Design
Computer Security	Systems Programming & Unix
Operating Systems	Software Engineering

## RELATED EXPERIENCE

### University of Arizona Department of Computer Science

Section Leader

Tucson, AZ

Aug 2016 – Present

- Assist instructor with grading assignments and exams
- Facilitate a weekly recitation session with 12-15 students to reinforce lecture topics
- Establish weekly lab hours to help students with programs and concepts

### University of Arizona Department of Computer Science

Undergraduate Teaching Assistant

Tucson, AZ

Jan 2016 – Present

- Assist with creating curriculum for a course of approximately 50 students
- Clarify student questions by organizing weekly office hours which enabled essential curriculum understanding
- Administer a regular discussion section of 25 students regarding fundamentals of programming languages

### University of Arizona Department of Computer Science

Tutor

Tucson, AZ

Jan 2016 – Dec 2016

- Tutored students to understand topics and materials covered in computer science coursework
- Scheduled and worked a weekly tutoring schedule to provide consistent assistance to students

### Buy More

Nerd Herd Computer Specialist

Tucson, AZ

Feb 2015 – Present

- Provide customer with technical support, repair tracking, and help understanding services
- Resolve hardware, application, software, and network issues for approximately 35 unique customers daily
- Securely and efficiently provided back-up support and data restoration for customer repair and replacement
- Collaborate with a team to accomplish goals improving customer satisfaction by reducing turn time, friendly interaction, and quality service

## PROJECTS/RESEARCH

### Department of Computer Science

Undergraduate Researcher

Tucson, AZ

Aug 2016 - Present

- Assist Professor with research in machine learning by developing code in C and testing functionality

### Hack Arizona 2017

Contest Participant

Tucson, AZ

Jan 2017

- Collaborated with 5 other students to develop a Facebook messenger Fitness chatbot using Ruby

### Amazon Coding Competition with Alexa

Contest Participant

Tucson, AZ

Nov 2016

- Developed and tested a new natural language voice recognition application for Amazon's home device, Alexa

**Commented [DLS1]:** You will want to have a professional email address and not a "bbygrl87" or "drkslyr"

**Commented [DLS2]:** Make sure that you updated your voicemail message and that it is not inappropriate or vulgar

**Commented [DLS3]:** If you have an updated LinkedIn profile, this would be a good place for it or if you have a website/page dedicated to your work/projects (like a github profile), you can list it here

**Commented [DLS4]:** You always want to spell out the degree for two reasons: 1) Bachelor of Science looks better than BS (or the alternative course word associated with it) and 2) a lot of companies use software to weed out resumes and a keyword might be "Bachelors"

**Commented [DLS5]:** Include your GPA here – it can be cumulative, major, and/or minor. Include what GPA is out of

**Commented [DLS6]:** List technical skills in order of proficiency

**Commented [DLS7]:** Reverse chronological order for experiences/projects

**Commented [DLS8]:** You want to be consistent with your dates – make sure that the dates are aligned correctly and that you use months, even abbreviated months

**Commented [DLS9]:** Begin each of your bulleted statements with an "action verb" that will help your experience stand out from the rest of the applicants

**Commented [DLS10]:** If the experience is in the past, your action verbs need to be past-tense

**Commented [DLS11]:** Resumes are read like any other document – top to bottom and left to right. While experiences should be in reverse-chronological order, sometimes when an experience is important, but not the most important, it is necessary to move it down the page a little.

# VERBS TO USE IN RESUME WRITING

Action verbs are a great way to highlight your experiences in a way that makes appealing to potential employers. Action verbs can take a bullet student from “okay” to “wow”. For example, rather than saying ‘Responsible with co-workers to assist customers’ you can say ‘Collaborated with approximately 12-15 co-workers to provide quality assistance to customers.’

advise	design	instruct	render
align	determine	interpret	repair
analyze	develop	link	restructure
assess	dissect	manage	review
build	draft	manipulate	schedule
challenge	edit	mediate	simplify
clarify	educate	modify	streamline
collaborate	engineer	monitor	supervise
conceive	enhance	motivate	support
conceptualize	evaluate	operate	survey
conclude	examine	organize	train
construct	facilitate	perform	transform
coordinate	formulate	prepare	translate
correct	identify	problem	troubleshoot
craft	illuminate	solve	tutor
create	illustrate	process	upgrade
critique	implement	program	verify
delegate	improve	quantify	

# THE BASICS OF A RESUME

- Margins: typically between 1” and .5”
- Font Size: 10 – 12
- Font style: basic/legible – Times New Roman, Arial, Calibri
- Length: 1 page, unless significant work experience
- Organize your experience sections so that the most relevant experience to the position is near the top of your resume. Additionally, organize your individual bullet points by relevance
- Include language and words used in the job description. Be sure to infuse the skills and experience the employer is seeking in your bulleted statements, thereby making your resume stand out from other applicants
- Do not use templates or include photographs, marital status, salary requirements, age, race, gender, or references
- Do not include high school information
- Do include awards/honors/scholarship