

PREPARE A WINNING RESUME - Technology

Personal Details

You are not obliged by law to include information on age, marital status or nationality.

Contact Numbers

Always include your telephone number & address.

Academic Results

Be specific about your education and professional qualifications. State your school and if aged under mid-twenties include your results and grades. Likewise include your university, course, date of graduation and academic results. As a guideline you generally want to highlight your academic achievements and play down your disasters.

Professional Qualifications

State your professional qualifications together with the date of your qualifications and any prize gained.

Computer Skills

Computer skills are the new business language and you should definitely indicate your proficiency in the various programs.

DAVID SMITH

PERSONAL DETAILS

Residence 11 Brown St, Palm Cove QLD 4879
H: (07) 4012 3456 M: 0412 123 456
dsmith@bigpond.com

Education **Bachelor of Technology, 2000**
James Cook University, Cairns
Majors: Computer Science
Achievement: Credit average

Senior Certificate, 1996
Smithfield State High School

Professional Qualifications CCNA, 2005
MCSE, 2004

Computer Skills	Basic	Intermediate	Advanced
Hardware Skills			
MS Exchange		<input checked="" type="checkbox"/>	
Windows 2003	<input checked="" type="checkbox"/>		
Operating Systems			
Windows XP		<input checked="" type="checkbox"/>	
Networking			
Cisco routers & switches			<input checked="" type="checkbox"/>
Languages			
C#		<input checked="" type="checkbox"/>	
.Net		<input checked="" type="checkbox"/>	
C++		<input checked="" type="checkbox"/>	
Applications			
Remedy			<input checked="" type="checkbox"/>
Adobe		<input checked="" type="checkbox"/>	
Databases			
SQL		<input checked="" type="checkbox"/>	
Oracle	<input checked="" type="checkbox"/>		
Tools/Methodologies			
ITIL			<input checked="" type="checkbox"/>

DAVID SMITH

CAREER HISTORY

Mar 2003 – to date **XYZ INDUSTRIES PTY LTD, CAIRNS**

Company Description XYZ Industries is a \$50m turnover group with manufacturing facilities in Australia & New Zealand (www.xyz.com.au)

Position (2) **Manager, Application Services (Feb 2005 – present)**

Responsibilities
-Direct the application development, maintenance and support services for the applications in the Wealth Management division of the bank
-Liaise with stakeholders for business and technical requirements

Achievements
-Implemented new applications such as the issue tracking and risk profile applications
-Delivered business and functional requirements and ensured successful testing prior to implementation

Position (1) **Manager, e-Commerce (Mar 2003 – Feb 2005)**

Responsibilities
-Direct the application development, maintenance and support services for the ASX public and B2B websites
-Liaise with business units across the various ASX divisions for business requirements

Feb 2001–Feb 2003 **JANE SMITH & PARTNERS, INNISFAIL**

Company Description Jane Smith & Partners is a medium-sized firm of chartered accountants with three offices in Queensland (www.jspartners.com.au)

Position **Implementation Project Officer**

Responsibilities
-Plan and coordinate the application development, customisation and implementation of a 3rd part service management system in accordance with the project functional and technical specifications, time line and budget constraints, ensuring all business needs are met

Achievements
-
-Managed a project that was not on track with the deliverables after 7 months of system construction. Refocused the development team, implemented quality processes and setting progressive deliveries.

Languages Mandarin – Basic

Interests Water sports, music

References Available upon request

Employer Description

Describe your current employer concisely, i.e. size, market sector, turnover if applicable, as this informs the reader and gives them a frame of reference. Include the business website.

Position Title

Display your most recent job first and then work chronologically backwards (using months and years in the dates) giving less space to earlier jobs. Since space will be at a premium your objective must be to inform and excite the reader.

Responsibilities and Achievements

Whenever possible include the experience relevant to a particular job and always quantify your responsibilities so that employers can quickly identify how you can add value to their business.

Languages

If you are fluent in a language, particularly an Asian language, you should include this skill and your proficiency.

Interests

This can help at interview stage to find a common talking point.

References

References do not have to appear on the resume although be prepared to provide references on request. It may be a good idea to state that you have business reference available.