RESUME WRITING TIPS

- **_Resume Length;_** The standard these days is 2-3 pages. Anything more than 3 pages is really annoying and a waste of time and paper.

- **_Pictures;_** Don't do it unless you're a real estate agent. Even then, unless you're a model, it probably isn't going to help you.

- **_Paper;_** Don't waste your money by printing your resume on anything other than standard 8.5 x 11 paper. Other quality paper is nice but will not help you get a job.

- **_Personal Traits, Hobbies, Interests, Religion, etc.;_** unless it's related to the job or you know that the person reviewing the resume has similar interests, you really should leave this info out.

- **_Beach Front Property;_** the first page of the resume is "Beach Front Property". You have to catch the attention of the resume reviewer on the first page. Make it count.

- **_Professional Summary;_** include 5-7 bullets points that are specific to the position for which you are applying. Ask yourself are my bullet points relevant to "this" specific position. Then include 3-5 additional bullets that capture your overall strengths.

- **_Order;_** if you are a .NET Software Engineer, don't let JAVA be the first thing people see on the resume.

- **_Functional Titles;_** nobody knows what a Systems Analyst II is. Make your job titles functional and descriptive, for example, PEOPLESOFT FINANCIALS BUSINESS ANALYST. Save your official titles for the job application.

- **_Quantify, Quantify, Quantify;_** ask yourself questions such as "what type of application?", "how many and what type of servers/workstations?", "what version?", "how long were you involved?", "at what stage were you involved?", "what level were you involved?", "how many people did you manage?", "what was your budget?" and so on.

- **_Dates;_** make sure to put the year AND months for dates.

- **_Aesthetic Value;_** does the resume look good? does it flow? If not . . .

- **_Stop and Get a 2nd Opinion;_** don't spend more than 1 hour at a time on your resume. Ask your wife, brother, uncle or someone else to read it for a second opinion. Ask for help.

- **_Spell Check;_** make it a practice.

- **_Grammar Check;_** ensure that present and past tense sync with the job. Also ensure that you have complete sentences and correct punctuation. _Begin each sentence with an action verb – present tense for current tasks and past tense for things in the past._

- **_Read the Entire Resume;_** make sure it makes sense to you as well as an HR person or assistant that knows nothing about your industry or what you do. Also, remember that spell check does not always catch everything.

- **_Versions;_** You should have 1 main version of your resume and sometimes you may need other versions tailored in response to a very special job.   Bullet points should be rearranged and/or bolded to highlight relevant applicable experience.

- **_Keep Track_**; sounds like common sense, but many don't. Keep track of where and when you send your resumes to companies and especially if you send it to a recruiting firm. Make sure they let you know BEFORE they send out your resume to a company.   If a company gets your resume from multiple sources, it makes you look desperate and/or incompetent.

- **_Don't Pay_**; Don't pay to get help from a resume writing service. Work with a recruiting firm and if you can't find one, get a book from amazon.com for less than $20. Read the reviews to select one that works for you. Paying hundreds of dollars is not a good investment of your money or time.

A SAMPLE RESUME FORMAT FOLLOWS:

RDI Technology Partners
San Diego, CA

<div align="center">**Full Name**</div>
<div align="center">**City, State (do not give your address)**</div>
<div align="center">**Email - Cell Phone**</div>

Education
University of XXXXXXX; City, State (Most recent Degree)
B.S.E.E. – Emphasis in Computer Engineering – Year (GPA include only if above 3.5 or higher)

Professional Summary
Include 5-8 bullet points highlighting your RELEVANT experience SPECIFIC to the position for which you are applying:
- More than six years of progressive technical experience in software development, or networking or etc.
- Especially proficient in GUI development using Visual C++ / MFC on Windows NT and in addition to Object-Oriented Design and programming using Rational Rose and UML.
- Currently leading a team of four developing a 3-tier client/server, Accounts Receivable application.

Technical Summary
List any programming languages, operating systems, databases, software, hardware and/or tools that the candidate has experience with ranked in order of strength, with the strongest skill first. Please ensure anything included in this section is referenced in the body of your resume. Include versions and release numbers when applicable. If you are not technical, make this section your Discipline Experience, listing your areas of expertise

- **Programming Languages:**   C#, Visual Basic.NET, Visual Basic 6.0, C++, C
- **Scripting Languages:**   VB Script, JavaScript, JQuery, PERL, Shell Scripting
- **Web Technologies:**   Silverlight, RIA Services, WPF, WCF, XML, XSLT, ASP, ASP.NET, MVC Pattern, DHTML, UML, COM, COM+, DCOM, Crystal Reports, ADO.NET, LDAP, MOSS 2007, Active Reports, Web Services, Active Directory, SOAP, CSS
- **RDBMS/Databases:**   NHibernate, SQL Server 2000/2005/2008, SSIS, Oracle 9i, LINQ, MYSQL, PL/SQL, T-SQL, MS Access
- **Operating Systems:**   Windows NT/XP, Unix, Mac OS 9/X, Linux, Solaris
- **Tools:**   Visual Studio .NET 2008 Team System Team Foundation Server, Visual Studio 2010, Visual Studio .NET 2005, NUnit, VSNUnit, Telerik RAD controls, BizTalk 2004 & 2009, Microsoft Visio, Rational Unified Process, Rational Clear Case, Rational Rose, Rational Requisite Pro, Fiddler, Visual Source Safe, Tortoise SVN, MS Office, Adobe Photoshop 6.0

Professional Experience

Company Name, Inc.; City, State   **MM/YYYY to MM/YYYY**
Current Position Title (Since Month/Year use if multiple positions at same company)

- **Specific Role**: *Use present tense/past tense statements (as appropriate) such as gathering, analyzing, designing, developing, testing, maintaining, supporting, enhancing, documenting...*
- **Project/Application Description** *(Describe the overall purpose of the project/application, the number people involved, and the duration. If Project Leader/Manager, number of staff and budget/P&L responsibility)*:
- **Quantifiable Accomplishments** *(Include 3-4 bullet points focusing on the end result for a project or activity and quantify the results in terms of revenue generations, cost savings, man hour savings, any reductions or increases for the positive.*
- **Technical Environment** *(Ensure any technology included in the Technical Summary above is included in this area Languages, OS, HW, SW, Database, Tools, Methodologies - Include version and release numbers where applicable)*:
- Designing and developing a Windows-NT-based fuzzy logic search engine for a proprietary object-oriented financial database using Visual C++ 5.0.
- Designed and developed the US Navy's MWR customer survey support system, using Visual C++1.52/MFC (for 16-bit compatibility), OLE 2.0, and ODBC. System leverages OLE, MFC, and the Document/View architecture to author surveys, deploy, collect and analyze the results.
- Performed maintenance programming on Army's drug test candidate selection system developed in Visual Basic 3.0 and Access 2.0. Application ran in a Windows-NT, '95 and 3.11 environments.

<div align="center">RDI Technology Partners</div>
<div align="center">San Diego, CA</div>

Professional Experience (Continued)
Previous Job Title at Same Company (18 Months)

- **Specific Role**: *Use past tense statements such as gathered, analyzed, designed, developed, tested, maintained, supported, enhanced, documented.*
- **Project/Application Description** *(Describe the overall purpose of the project/application, the number people involved, and the duration. If Project Leader/Manager, number of staff and budget/P&L responsibility):*
- **Quantifiable Accomplishments** *(Include 3-4 bullet points focusing on the end result for a project or activity and quantify the results in terms of revenue generations, cost savings, man hour savings, any reductions or increases for the positive.*
- **Technical Environment** *(Ensure any technology included in the Technical Summary above is included in this area Languages, OS, HW, SW, Database, Tools, Methodologies - Include version and release numbers where applicable*

Previous Company Name, Inc.; City, State   **MM/YYYY to MM/YYYY**
Current Position Title (Since Month/Year use if multiple positions at same company)

- **Specific Role**: *Use past tense statements such as gathered, analyzed, designed, developed, tested, maintained, supported, enhanced, documented.*
- **Project/Application Description** *(Describe the overall purpose of the project/application, the number people involved, and the duration. If Project Leader/Manager, number of staff and budget/P&L responsibility):*
- **Technical Environment** *(Ensure any technology included in the Technical Summary above is included in this area Languages, OS, HW, SW, Database, Tools, Methodologies - Include version and release numbers where applicable.*
- Designed, developed and maintained stand-alone Radar Simulators and Instrumentation for maritime training Visual C++ 4.2/MFC and TGS's OpenInventor on Windows NT.
- Designed and developed a 3D ship simulator in OpenInventor (SGI's class library for OpenGL-based simulation applications)**.** The simulator consisted of full-size mockups of a ship's bridge with instrumentation and photo-realistic visuals projected on a 15'x20' screen, Plane Position Radar, Loran, GPS, Fathometer, Engine Room instrumentation, as well as real ships controls.

Professional Development
List other education, training and other related technical certificates as appropriate

Patents and Copywrites