



Targeted Resume -Example

Your Name
Street - City, State Zip - Phone - Email

SUMMARY OF PROFESSIONAL QUALIFICATIONS

This section should use bullet points to give quick high-impact statements about your qualifications

For example:

- o *Experienced manager with expertise in software development and project management*
- o *Extensive background in open-source development.*

PROFESSIONAL AFFILIATIONS

For example:

- o *Member of the Linux Foundation*

PROFESSIONAL EXPERIENCE

This section should cover your career experience and is very similar to a traditional or chronological resume. Except you want to focus on your experience that directly match the job your applying for.

For example:

SOFTWARE DEVELOPER
XYZ Inc., 2000-2005

- o *Senior member of the java development team working on open source software.*
- o *List in bullet point format your accomplishments.*
- o *Make sure there is enough detail and use the SAM Method to help you bring out the important points. (Save, Achieve, Made – what did you Save, Achieve and/or Make in your position(s)).*

PROGRAMMER
ABC Company, 1998-2000

- o *Same format as above.*

EDUCATION

Name of School (*list the City and State if desired*)
Degree, Major (*GPA and year of graduation are optional but may be asked for by some employers*)