

# Marketing Your Technical Experience

A technical resume is used to highlight skills or knowledge of a technical nature and is used most commonly in the Information Technology industry. It is formatted as a chronological resume, and it includes a summary of skills. For assistance in creating a chronological resume, please visit the [Resume, Cover Letter and Reference Guide](#).

Technical resumes have two key sections: the “Skills” section and the “Experience” section. Below are recommendations and tips on writing these sections.

## Skills Section

**CONTENT:** List all platforms, operating systems, hardware, software, networking and programming languages with which you have experience.

**FORMAT:** The skills section should appear near the top of the document. If you have extensive technical knowledge, consider creating subsections for each category within your skills section.

### SKILLS SECTION EXAMPLES

#### Example 1

##### Technical Skills

Languages HTML, Java, JavaScript, SQL, Visual Basic 6.0  
Platforms Windows 7, IIS, Citrix  
Software Microsoft: Office Suite, Project, Visio  
Adobe: Illustrator, InDesign, Acrobat, Dreamweaver, Flash, Photoshop, ImageReady

#### Example 2

##### Skills & Languages

- Proficient with OOAD/UML/Patterns
- Java/J2EE
- Spring
- Hibernate
- EJB
- JDBC
- JSP/Servlet
- SQL
- Javascript
- Oracle

#### Example 3

**Technical Expertise:** SQL, Java, XML, VBScripts, C++, Visual FoxPro 6.0, Clippr 5.2E, Visual C++, Access, Paradox, Dataflex (4GL), Linus, Unix Solaris, Window 2003/2008/XP/7, Novell 3.x, VMS, HP UNIX, HP 3000, VAX 7000, VAX 3000, Open Office, Crystal Enterprise 8.5, Triton 3.1, TestTrack, Microsoft Office, Outlook, Project

## Technical Experience Section

Often the first person who reads a resume is not a technical person, but a recruiter; therefore, in addition to your skills, you will also need to highlight your related experience. While the skills section allows you to use more specific technological language, your experience section allows you to show duties, responsibilities, and achievements.

**CONTENT:** Experience can include paid or unpaid opportunities, part-time or full-time work, internships, volunteer work, significant leadership experience, class projects, etc. Elaborate on the jobs and projects that are most relevant to the position you are currently seeking.

**FORMAT:** List your experiences in reverse chronological order, starting with your most recent position.

### REQUIRED CONTENT

- Position Title
- Organization Name
- Location (city, state)
- Start date – end date (month, year – month, year)

### BULLET POINT FORMATTING

- Bullet points describe your skills, experiences and accomplishments
- Bullet points are quick points, not complete sentences
- A quality bullet point contains the following: action verb, duties, skills, and accomplishments
- When possible quantify (Ex: Decreased site load time by 30%)
- Use present tense if the experience is current; past tense if the experience has been completed
- Use a variety of action verbs to start each bullet point
- Do not use personal pronouns
- Relevant experiences should have more bullets than non-relevant experiences

### EXPERIENCE EXAMPLES

#### *Example 1*

IT Support Intern, CMD Corporation, Appleton, WI, June 2013 - December 2013

- Assisted with deployment of Outlook as mail client, Office 2010, IP Phone System, and AutoCad 2011
- Built virtual machines for engineering laptops and placed terminals on the shop floor to reduce down time and promote cost effectiveness
- Serviced over 200 workstations and laptops and consulted about 200 users
- Played a key role in building and customizing workstations and laptops for the company, including the installation of hardware and software

#### *Example 2*

Computer Science Teacher's Assistant, St. Norbert College, De Pere, WI, September 2011 - May 2013

- Guided beginner level students to understand computer languages
- Reinforced programming techniques and etiquette from professor
- Assisted professor in lab sessions to answer student's questions
- Selected based on enhanced understanding of computer science material