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## **QAT RESUME GUIDELINES**

The extra directions are all in red. This wording should not appear on the final resume. The resume should be submitted in PLAIN TEXT or WORD DOC format. Please take note of all capitalization other formatting conventions. Please provide complete information and do not worry about the number of pages it takes to do so.

First Name Last Name  
Email Address  
Phone Number  
Street Address, City, State, Country, Postal Code

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### **PROFESSIONAL SUMMARY** ( 4-7 lines)

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### **TECHNICAL EXPERIENCE** (Please be detailed- include versions, full product names, etc.)

Programming Languages:

Databases [Including Relational Database Management System (RDBMS) and Database Management System (RDBMS)]:

Development Tools:

Enterprise Applications/Suites:

Operating Systems:

Networking:

Messaging, Office and Groupware:

Web Applications:

Methodologies:

ERPs:

Other Tools/Software:

Hardware:



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## **PROFESSIONAL EXPERIENCE**

### **Project Example**

Month XXXX – Month XXXX  
COMPANY NAME, City, ST/Country  
Company Contact, name, address, phone number and email address  
Job Title

Project: This should be the Project Name

\* Work description (Use a bulleted list with action phrases instead of complete sentence; phrases should not end with a period. Use key words to describe the work - Responsible, Provided, Customized, Performed, Developed, Designed, Maintained, etc.)

Technologies: (All of these technologies should be list above in the “Technical Experience” section. Include hardware, tools, and software.)

### **Client Example**

Month XXXX – Month XXXX  
COMPANY NAME, City, ST/Country  
Company Contact, name, address, phone number and email address  
Job Title

Month XXXX – Month XXXX  
Client Name, City, ST  
Client Contact, name, address, phone number and email address  
Job Title

\* Work description (Use a bulleted list with action phrases instead of complete sentence; phrases should not end with a period. Use key words to describe the work - Responsible, Provided, Customized, Performed, Developed, Designed, Maintained, etc.)

Technologies: (All of these technologies should be list above in the “Technical Experience” section. Include hardware, tools, and software.)

**REPEAT FOR MULTIPLE CLIENTS DONE UNDER ONE COMPANY**

### **Project and Client Example**

Month XXXX – Month XXXX  
COMPANY NAME, City, ST/Country  
Company Contact, name, address, phone number and email address  
Job Title

Month XXXX – Month XXXX  
Client Name, City, ST  
Client Contact, name, address, phone number and email address

Project: This should be the Project Name

\* Work description (Use a bulleted list with action phrases instead of complete sentence; phrases should not end with a period. Use key words to describe the work - Responsible, Provided, Customized, Performed, Developed, Designed, Maintained, etc.)

Technologies: (All of these technologies should be list above in the “Technical Experience” section. Include hardware, tools, and software.)



### **Multiple Titles if Job Title date is given**

Month XXXX – Month XXXX (<--Date worked thru this company)

COMPANY NAME, City, ST/Country

Company Contact, name, address, phone number and email address

Job Title (Month XXXX – Month XXXX) (<--Date at this position)

\* Work description (Use a bulleted list with action phrases instead of complete sentence; phrases should not end with a period. Use key words to describe the work - Responsible, Provided, Customized, Performed, Developed, Designed, Maintained, etc.)

Technologies: (All of these technologies should be list above in the "Technical Experience" section.)

Job Title (Month XXXX – Month XXXX) (<--Date at this position)

\* Work description (Use a bulleted list with action phrases instead of complete sentence; phrases should not end with a period. Use key words to describe the work - Responsible, Provided, Customized, Performed, Developed, Designed, Maintained, etc.)

Technologies: (All of these technologies should be list above in the "Technical Experience" section. Include hardware, tools, and software.)

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### **EDUCATION**

\*\*Certifications are different from certificates. If you receive a certificate in something this should be marked under education and vice versa.

Degree, Year (Do not abbreviate the degree.)

College, City, State/Country

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### **CERTIFICATIONS**

\*\*Certifications go here. Examples of certifications are MSCE, MCP, CNA, etc.

Example:

Microsoft Certified System Engineer (MCSE)

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### **ADDITIONAL TRAINING**

\*\*Training should be listed here.

\*\*If you list the school, then write it like you would write the education.

Example:

AllFusion® Gen Basics

CA Training Center, Fort Worth, TX

Or if you don't list the School, then write it like the following:

Java

AllFusion® Gen

Advanced XML

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### **AFFILIATIONS/PUBLICATIONS**

\*\*If you have affiliations or publications that are relevant to your career then list them here.

\*\*If you have Affiliations without publications then change the heading appropriately and vice versa.

\*\*If they are not relevant to your career then don't list them.

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## **REFERENCES**

**\*\*Minimum of three (3) required**

Name  
Phone number  
Fax number  
Email address

Name  
Phone number  
Fax number  
Email address

Name  
Phone number  
Fax number  
Email address