



RESUMEFORMAT



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All resumes that we present to clients are in our standard InSync format. This format provides — INFORMATION CLARITY AND CONSISTENCY — that our clients want to see.

We prefer you provide your resume to us in the following format, as it ensures all relevant information is captured and allows us to present your resume sooner and get you in-front of the client quicker.

The InSync resume sections are setup to showcase you to our client.



## PROFILE

A paragraph or two giving a summary of yourself, skills and experience.

### A COUPLE OF EXAMPLES

- A Lead Developer/Technical Architect with 10 years of experience in Microsoft software development technologies, including .NET, SQL Server, C++ and Visual Basic. Experienced in Object-Oriented Analysis and Design, UML, and Agile methods.  
  
In a lead role, has defined and implemented development standards and best practices, and has provided coaching and mentoring to team members.
- A Senior Project Manager with over 20 years of experience delivering complex, technical solutions. Strong ERP implementation experience, including Peoplesoft and SAP. An advocate for methods and best practices, most recently created a new Project Management Office function for a corporate client.

Possesses strong communication skills, both verbal and written, and a practical approach to getting the job done. Industry knowledge includes oil and gas, and utilities.

## WORK EXPERIENCE

This section is a chronological summary of your IT-related job experience and accomplishments. Begin with your most recent job and working backwards. If you worked on several projects for a specific client or company, and each engagement was significant, list them all.

For each job, include:

- Name of the client or company
- Time period worked (start and end date), your job title
- Summary of your role and responsibilities
- Achievements and deliverables
- Methodologies and/or tools you used
- Technical environment you worked in
- Education and professional development

## EDUCATION

List all university or college degrees or diplomas, including the year graduated.

## PROFESSIONAL COURSES

List all relevant professional courses attended during your career, including the year completed.

## SOFTWARE, TOOLS AND ENVIRONMENTS

List these, preferably grouped logically — i.e. all languages together, all methodologies together, other.

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