

How to Reference Course Projects on Your Resume
(Information provided by Office of Career Solutions, College of IST)

Recruiters often tell us that they look for projects completed as part of your coursework to provide evidence and insight into the skills and knowledge that you can bring to a prospective employer.

We have often been asked by students as to how this information should appear. This reference guide was created to assist you with this task.

Information should be clearly identified as “**Academic Experience**” or “**Relevant Experience**” and not attempt to suggest that you worked for a company by displaying their name as the primary information.

You can include this information within the **Education** section or as a separate section on your resume.

You should include the title of the project, the course the project was completed for, any leadership role you might have had completing the project, and information regarding the skills, software, programming you used to complete the project. It is always a good idea to use terminology that is listed as part of the job posting if you can. Don't forget to include soft skills that were key in completing the project as well.

Example 1: Typically, the following example shows the information that you should include in when referencing a class project on your resume.

Class – Project name

Bulleted information listing the specifics of your project.

If this project was a classroom project requiring collaboration with a company, you could include the company name here.

i.e.

Networking & Telecommunications (IST 220) – Network-based Solution

- Project chosen to be entered into the Conference Exhibition/Competition
- Worked as a team to develop a network-based solution to an everyday problem in the world
- Collaborated with team members and XYZ Corporate executive

Example 2: To minimize space required, you might utilize this format if you have multiple project experiences as well as a lot of other information on your resume. Here, you simply list all projects as a one lined entry.

Relevant Experience (or Course Projects)

- Team leader for tracking a fictitious ?? network of resources and logistics to assess potential threat
- Conducted a ?? exercise to scan and test network security Team leader for designing and developing a database for a new sneaker business website
- Team leader for designing and developing a database for a new sneaker business website

Example 3: A different formatting of the information that allows you to highlight the project name.

IST Distributed Team Project (IST 301- Information and Organization)

Team leader

- Collaborated with teams from Country X and Country Y to work on a case study to build a website based on the tools necessary to complete the task
- Led the discussions and determined which members contributed

You are always welcome to contact the Office of Career Solutions for additional assistance with your resume.
Best of luck!