

HACKING THE CYBERSECURITY RESUME

Mary McHale
MICS Career Advisor

Agenda

- General Advice
- Section-by-section tips
 - Content
 - Formatting
- Creative resumes
- Q&A

Resume writing is both *art and science.*

A resume gets you an interview,
It does NOT get you a job!

Career Hack



Get through the 3 hiring gates!

Can your resume get past the three hiring gates?



First Gate



Second Gate



HR Screener

Final Gate



Hiring Manager

Career Hack



Understand the Recruiting
Process!



How long, on average, will recruiters spend reading your resume?

As little as 6 seconds!*

**The Ladders eye tracking study*

In 6 seconds, recruiters see...

- Name
- Education
- Job titles/company names
- Job start/end dates
- Relevant keywords

[Source: The Ladders – Keeping an Eye on Recruiter Behavior](#)

Employers want to:

- Minimize the hiring risk
- Find out what you know - your skills and strengths
- Determine how fast you could get to work
- Understand why you are applying for job, how does it make sense as a next step?

Do you “fit”?

Career Hack



Understand the mind of the employer

Your resume should be:

- Targeted
- Supportive of your “brand”
- Concise
- Accomplishment-driven

Interesting!

Your resume should not be:

- All inclusive of your entire career (a “CV”)
- A simple chronology of your jobs
- A list of all of your job responsibilities/tasks
- Cut and paste list of past job descriptions
- Your LinkedIn Profile
- Filled with mistakes, misspellings, typo's

Resume Review: It's all about the Content

Peder Connor Andersen

3249 18th Street
San Francisco, CA 00000
415.222.1548 | pcandersen@gmail.com
www.conman.com

Professional Profile

A former Python and Java programmer with newly acquired skills, an insatiable intellectual curiosity, and the ability to mine hidden gems located within large sets of structured, semi-structured and unstructured data. Able to leverage a heavy dose of mathematics and applied statistics with visualization and a healthy sense of exploration.

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University of Wisconsin, Madison – Bachelor of Computer Science 2010

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- NoSQL data stores (Cassandra, MongoDB)
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Accelerated Pipeline

San Francisco, CA

Data Analyst

2012 – present

- Work closely with various teams to identify and solve business challenges utilizing large structured, semi-structured, and unstructured data in a distributed processing environment.
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- Design and implement statistical / predictive models utilizing diverse sources of data to predict demand, risk, and price elasticity. Experience with creating ETL processes to source and link data.
- Collaborate with product teams to develop and support our internal data platform and to support ongoing analyses.

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Required Sections:

- Name
- Contact Information
- Education
- Professional Experience

Recommended:

- Skills / Tools
- Professional Profile
- Projects

Optional:

- Honors / Awards
- Publications
- Patents

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Contact info:

Recommended:

- Phone
- Email
- LinkedIn
- Website/portfolio

Optional:

- City/state (and country if applying for jobs in another country)
- Street address
- Zip code

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Professional Profile:

- Recommended, but not required
- “Sets the stage” & introduces your brand
- Helpful for career changers
- Don’t be redundant of your experience section
- Keep it brief: 2 - 4 sentences
- Usually written in implied first person (no personal pronouns)

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Education:

- Undergrad, grad, relevant non-degree coursework
- Position near the top if: you are in school, recently graduated, or MIDS/MICS is pivotal to your target job
- May include list of relevant courses
- Don't need to list full attendance dates or include months (keep it consistent)
- Note future graduation date as "anticipated" if more than

University Name	
Yes	No
University of California, Berkeley <i>(with a comma)</i>	University of California at Berkeley <i>(do not use 'at')</i>
UC Berkeley <i>(with a space)</i>	University of California – Berkeley or UC-Berkeley <i>(do not use a hyphen)</i>
	U.C. Berkeley <i>(do not use periods in 'UC')</i>

Degree Name	
Yes	No
Master of Information and Cybersecurity <i>('Master' is singular; use 'of' not 'in'; capitalize when writing the full degree name.)</i>	Master of Cybersecurity
	M.A. (or master of arts) or M.S. (or master of science) in...

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Skills & Tools:

- Highly recommended
- Technical skills only
- Tailor this to the job!
- Use descriptors carefully (“advanced”, “proficient”, etc.) or not at all
- Optional-group by OS, Platform, Language, Tools

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Experience:

- Keep it relevant, tailored
- Past 10-15 years
- Can include internship / unpaid / volunteer
- Be sure to showcase YOU and not just the company / projects
- Start descriptions with Strong action verbs; check verb tense
- Use relevant keywords
- Use consistent punctuation

CHRIS S. CYBER

phone number:
chriscyber@gmail.com
website: linkedin, github etc.

SUMMARY

If you decide to use this section, keep it short and relevant! A few sentences or a short paragraph. Make sure it reflects your brand and is interesting to the reader (which means, you may have to update it depending on the job you are applying for). Make sure you show your professional value to the reader.

EDUCATION

University of California, Berkeley – Master of Information and Cybersecurity Anticipated 2021

RELEVANT COURSES: If you list relevant courses, be sure the titles make sense to the reader! Don't list a course they wouldn't know! Another section you could list instead of relevant courses is "focus areas"; if you do this section, be sure that your focus areas make sense together and don't paint a picture of you as "unfocused". You may also consider highlighting course projects and Capstone.

University of Wisconsin, Madison – Bachelor of Computer Science 2010

CERTIFICATIONS

Certified Information Systems Security Professional (CISSP), (ISC)² Date

Certified Ethical Hacker (CEH), EC-Council Date

Security+, CompTIA Date

TECHNOLOGY SKILLS AND TOOLS

Programming: list your programming languages

Security: list the security software you have experience with

Operating systems: list the operating systems you have worked in

PROFESSIONAL EXPERIENCE

Business Name, City, State

TITLE date – date

- List your jobs from most recent to least recent.
- If you've been at one job for a long time or have a LOT of experience there (i.e., a lot of bullets), you can break up the bullets by subheadings such as "leadership & innovation", "technical skills", "projects", etc.
- Start your descriptions with action verbs! Use implied first tense. Pay attention to verb tense- use present tense for your current job, and past tense for previous jobs.

Business Name, City, State

TITLE date – date

- The most important thing you should do when writing your descriptions is to showcase your strengths, skills, and accomplishments. Do NOT just write what you did (i.e., what you were responsible for, what tasks you completed). Always include some element of why you did it, or how you did it, or who you did it with (i.e., how you collaborated or communicated), or what impact you made.
- Make sure descriptions are action oriented and talk mostly about what you did, not what the product was or what the project accomplished. Spoon-feed the reader; spell out why it is relevant.

Business Name, City, State

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- A good article to read to gain information about what to put in the description can be found here:
<http://ti.me/1iEKMdM>

Experience:

- Describe your accomplishments: include **why, how, who, impact/results/outcomes or skills used**
- Quantify where applicable
- Impact to business
- Showcase transferable skills
- Only include relevant details

The Art of Writing Content

Laszlo Bock, former Google Senior Vice President of People Operations:

“The key,” he said, “is to frame your strengths as:

‘I accomplished X, relative to Y, by doing Z.’

Most people would write a resume like this:

‘Wrote editorials for The New York Times.’

Better would be to say:

‘Had 50 op-eds published compared to average of 6 by most op-ed writers as a result of providing deep insight into the following area for three years.’

... Most people don't put the right content on their resumes.”

Career Hack



Bottom line...show RESULTS

STAR Interview Method

S	Situation <ul style="list-style-type: none">• Context / Background• “I was in X job...”• “My role was...”
T	Task <ul style="list-style-type: none">• Specific problem or challenge• “I was tasked to do X ...”
A	Action <ul style="list-style-type: none">• Identify the steps you took to solve the problem and/or add value
R	Result <ul style="list-style-type: none">• What is the outcome or accomplishments from your actions?• “Because I took this action, X happened...”• Quantify when appropriate

Accomplishment Examples

- Saved money/increased revenue
- Saved time/increased efficiency
- Improved a process, service, or product in a tangible or measurable way
- Reduced errors in a process
- Won award/recognition
- Completed project on schedule and on budget
- Completed project ahead of schedule and under budget
- Led team to success (describe success)
- Exceeded goals (describe how far you exceeded)
- Describe scale (“managed team of 10 analysts”; “managed projects with budgets up to \$5 million”)

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Projects:

- Highly recommended for career changers
- Great for showing off NEW skills / strengths
- Include project title, brief description, tools used, affiliation, date
- Be specific!
- For group projects, focus on YOUR role
- Position high or low on resume depending on relevance of your other content

Career Hack



ONLY ONE CHANCE FOR A FIRST IMPRESSIONS

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University of California, Berkeley – Master of Information and Data Science, May 2015 (anticipated)

Relevant Courses: Research Design and Applications for Data and Analysis, Exploring and Analyzing Data

University of Wisconsin, Madison – Bachelor of Computer Science, May 2010

Core Competencies

Strategic Thinking: Able to influence the strategic direction of the company by identifying opportunities in large, rich data sets and creating and implementing data driven strategies that fuel growth including revenue and profits.

Modeling: Design and implement statistical / predictive models and cutting edge algorithms utilizing diverse sources of data to predict demand, risk and price elasticity. Experience with creating ETL processes to source and link data.

Analytics: Utilize analytical applications like SAS to identify trends and relationships between different pieces of data, draw appropriate conclusions and translate analytical findings into risk management and marketing strategies that drive value.

Drive Enhancements: Develop tools and reports that help users access and analyze data resulting in higher revenues and margins and a better customer experience.

Communications and Project Management: Capable of turning dry analysis into an exciting story that influences the direction of the business and communicating with diverse teams to take a project from start to finish. Collaborate with product teams to develop and support our internal data platform and to support ongoing analyses.

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2012 – present, Data Analyst

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Analyze large datasets to provide strategic direction to the company.

Perform quantitative analysis of product sales trends to recommend pricing decisions.

Conduct cost and benefit analysis on new ideas.

Assist in developing internal tools for data analysis.

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- A good article to read to gain information about what to put in the description can be found here:
<http://ti.me/1iEKMDm>

CHRIS S. CYBER

phone number:
chriscyber@gmail.com
website, LinkedIn, GitHub, etc.

SUMMARY

If you decide to use this section, keep it short and relevant! A few sentences or a short paragraph. Make sure it reflects your brand and is interesting to the reader (which means, you may have to update it depending on the job you are applying for). Make sure you show your professional value to the reader.

EDUCATION

University of California, Berkeley – Master of Information and Cybersecurity Anticipated 2021

RELEVANT COURSES: If you list relevant courses, be sure the titles make sense to the reader! Don't list a course they wouldn't know! Another section you could list instead of relevant courses is "focus areas"; if you do this section, be sure that your focus areas make sense together and don't paint a picture of you as "unfocused". You may also consider highlighting course projects and Capstone.

University of Wisconsin, Madison – Bachelor of Computer Science 2010

CERTIFICATIONS

Certified Information Systems Security Professional (CISSP), (ISC)² Date

Certified Ethical Hacker (CEH), EC-Council Date

Security+, CompTIA Date

TECHNOLOGY SKILLS AND TOOLS

Programming: list your programming languages

Security: list the security software you have experience with

Operating Systems: list the operating systems you have worked in

PROFESSIONAL EXPERIENCE

Business Name, City, State

TITLE date – date

- List your jobs from most recent to least recent.
- If you've been at one job for a long time or have a LOT of experience there (i.e., a lot of bullets), you can break up the bullets by subheadings such as "leadership & innovation", "technical skills", "projects", etc.
- Start your descriptions with action verbs! Use implied first tense. Pay attention to verb tense- use present tense for your current job, and past tense for previous jobs.

Business Name, City, State

TITLE date – date

- The most important thing you should do when writing your descriptions is to showcase your strengths, skills, and accomplishments. Do NOT just write what you did (i.e., what you were responsible for, what tasks you completed). Always include some element of why you did it, or how you did it, or who you did it with (i.e., how you collaborated or communicated), or what impact you made.
- Make sure descriptions are action oriented and talk mostly about what you did, not what the product was or what the project accomplished. Spoon-feed the reader; spell out why it is relevant.

Business Name, City, State

TITLE date – date

- A good article to read to gain information about what to put in the description can be found here:
<http://ti.me/1iEKMdM>

Peder Connor Andersen

3249 18th Street, San Francisco, CA 00000 415.222.1548 pcandersen@gmail.com www.conman.com

Professional Profile

A former Python and Java programmer with newly acquired skills, an insatiable intellectual curiosity, and the ability to mine hidden gems located within large sets of structured, semi-structured and unstructured data. Able to leverage a heavy dose of mathematics and applied statistics with visualization and a healthy sense of exploration.

Name: Make it large!
Suggested 28-32 pt. font

CHRIS S. CYBER

phone number
chriscyber@gmail.com
website, ~~LinkedIn~~, github etc.

SUMMARY

If you decide to use this section, keep it short and relevant! A few sentences or a short paragraph. Make sure it reflects your brand and is interesting to the reader (which means, you may have to update it depending on the job you are applying for). Make sure you show your professional value to the reader.

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Contact Info: Can be smaller font (9-11pt)

CHRIS S. CYBER

phone number
chriscyber@gmail.com
website, ~~LinkedIn~~, github etc.

SUMMARY

If you decide to use this section, keep it short and relevant! A few sentences or a short paragraph. Make sure it reflects your brand and is interesting to the reader (which means, you may have to update it depending on the job you are applying for). Make sure you show your professional value to the reader.

Career Hack



Feed the bots!

Peder Connor Andersen

3249 18th Street, San Francisco, CA 00000

Professional Profile

A former Python and Java programmer will mine hidden gems located within large set heavy dose of mathematics and applied st

Education

University of California, Berkeley – Master
Relevant Courses: Research Design and Ap
University of Wisconsin, Madison – Bache

Core Competencies

Strategic Thinking: Able to influence the s
data sets and creating and implementing c
Modeling: Design and implement statistica
data to predict demand, risk and price elas
Analytics: Utilize analytical applications lik
draw appropriate conclusions and translat
value.

Drive Enhancements: Develop tools and r
margins and a better customer experience
Communications and Project Manager
direction of the business and communicat
product teams to develop and support our

Skills and Tools

- NoSQL data stores (Cassandra, MongoD
- Hadoop, MySQL, Big Table, MapReduce
- D3.js, Tableau
- Python, iPython, C, C++, Java, Javascr

Experience

Accelerated Pipeline, San Francisco, CA
2012 – present, Data Analyst
Work closely with various teams across the
semi-structured, and unstructured data in
Analyze large datasets to provide strategic

CHRIS S. CYBER

SUMMARY

If you decide to use this section, keep it short and relevant! A few
your brand and is interesting to the reader (which means, you may
for). Make sure you show your professional value to the reader.

EDUCATION

University of California, Berkeley – Master of Information and Cyb
RELEVANT COURSES: If you list relevant courses, be sure the titles ma
wouldn't know! Another section you could list instead of relevant
that your focus areas make sense together and don't paint a pictur
highlighting course projects and Capstone.
University of Wisconsin, Madison – Bachelor of Computer Science

CERTIFICATIONS

Certified Information Systems Security Professional (CISSP), (ISC)
Certified Ethical Hacker (CEH), EC-Council
Security+, CompTIA

TECHNOLOGY SKILLS AND TOOLS

Programming: list your programming languages
Security: list the security software you have experience with
Operating Systems: list the operating systems you have worked in

PROFESSIONAL EXPERIENCE

Business Name, City, State

TITLE:

- List your jobs from most recent to least recent.
- If you've been at one job for a long time or have a LOT of exper
the bullets by subheadings such as "leadership & innovation".
- Start your descriptions with action verbs! Use implied first tense
your current job, and past tense for previous jobs.

Business Name, City, State

TITLE:

- The most important thing you should do when writing your de
accomplishments. Do NOT just write what you did (i.e., what y
Always include some element of why you did it, or how you did
or communicated), or what impact you made.
- Make sure descriptions are action oriented and talk mostly ab
the project accomplished. Spoon-feed the reader; spell out wh

Business Name, City, State

TITLE:

- A good article to read to gain information about what to put in
<http://ti.me/1iEKMdM>

Headings:

- Guide the reader's eyes
- Make them stand out: use **bold**, larger font, underline, caps, **SMALL CAPS**, section lines, and/or color

Peder Connor Andersen

3249 18th Street, San Francisco, CA 00000 415.222.15

Professional Profile

A former Python and Java programmer with newly acquired skills in data science. I mine hidden gems located within large sets of structured data. I have a heavy dose of mathematics and applied statistics with

Education

University of California, Berkeley – Master of Information Management
Relevant Courses: Research Design and Applications for Data Science
University of Wisconsin, Madison – Bachelor of Computer Science

Core Competencies

Strategic Thinking: Able to influence the strategic direction of the company by analyzing data sets and creating and implementing data driven strategies.
Modeling: Design and implement statistical / predictive models using machine learning to predict demand, risk and price elasticity. Experience with SAS, R, Python, and Java.
Analytics: Utilize analytical applications like SAS to identify trends and draw appropriate conclusions and translate analytical findings into business value.

Drive Enhancements: Develop tools and reports that help improve margins and a better customer experience.

Communications and Project Management: Capable of leading projects in the direction of the business and communicating with diverse teams and product teams to develop and support our internal data products.

Skills and Tools

- NoSQL data stores (Cassandra, MongoDB)
- Hadoop, MySQL, Big Table, MapReduce, Mahout
- D3.js, Tableau
- Python, iPython, C, C++, Java, Javascript, R

Experience

Accelerated Pipeline, San Francisco, CA

2012 – present, Data Analyst
Work closely with various teams across the company to analyze semi-structured, and unstructured data in a distributed environment. Analyze large datasets to provide strategic direction to the business. Perform quantitative analysis of product sales trends to identify opportunities for growth. Conduct cost and benefit analysis on new ideas. Assist in developing internal tools for data analysis.

Sharknado, San Francisco, CA

2010 – 2012, Software Engineer
Coded, tested, debugged, implemented and documented

phone number
chris@berkeley.edu
website, LinkedIn, etc.

ences or a short paragraph. Make sure it reflects the most relevant information and update it depending on the job you are applying

urity
se to the reader! Don't list a course they
as is "focus areas"; if you do this section, be sure
ou as "unfocused". You may also consider

Anticipated 2021

2010

Date
Date
Date

date – date

date – date

date – date

- ## Dates:
- Consider where you place dates- right margin is preferred
 - Months are recommended but not required
 - Be consistent!

Peder Connor Andersen

3249 18th Street, San Francisco, CA 00000 415.222.154

Professional Profile

A former Python and Java programmer with newly acquired skills to mine hidden gems located within large sets of structured data. Heavy dose of mathematics and applied statistics with a focus on data science.

Education

University of California, Berkeley – Master of Information Management
Relevant Courses: Research Design and Applications for Data Science
University of Wisconsin, Madison – Bachelor of Computer Science

Core Competencies

Strategic Thinking: Able to influence the strategic direction of the business and creating and implementing data driven strategies.
Modeling: Design and implement statistical / predictive models to analyze data to predict demand, risk and price elasticity. Experience with machine learning algorithms.
Analytics: Utilize analytical applications like SAS to identify trends and draw appropriate conclusions and translate analytical findings into business value.

Drive Enhancements: Develop tools and reports that help improve margins and a better customer experience.

Communications and Project Management: Capable of leading the direction of the business and communicating with diverse teams and product teams to develop and support our internal data science initiatives.

Skills and Tools

- NoSQL data stores (Cassandra, MongoDB)
- Hadoop, MySQL, Big Table, MapReduce, Mahout
- D3.js, Tableau
- Python, iPython, C, C++, Java, Javascript, R

Experience

Accelerated Pipeline, San Francisco, CA

2012 – present, Data Analyst
Work closely with various teams across the company to analyze semi-structured, and unstructured data in a distributed system. Analyze large datasets to provide strategic direction to the business. Perform quantitative analysis of product sales trends to identify opportunities. Conduct cost and benefit analysis on new ideas. Assist in developing internal tools for data analysis.

Sharknado, San Francisco, CA

2010 – 2012, Software Engineer
Coded, tested, debugged, implemented and documented software. Developed eCommerce solutions and social networking features to improve user experience.

Peder Connor Andersen

Professional Profile

A former Python and Java programmer with newly acquired skills to mine hidden gems located within large sets of structured data. Heavy dose of mathematics and applied statistics with a focus on data science.

Education

University of California, Berkeley – Master of Information Management
Part-time, two classes per semester; Relevant Courses: Exploring & Analyzing Data, Visualizing and Communicating with Data
University of Wisconsin, Madison – Bachelor of Computer Science

Skills and Tools

- NoSQL data stores (Cassandra, MongoDB)
- Hadoop, MySQL, Big Table, MapReduce, Mahout

Experience

Accelerated Pipeline

Data Analyst

- Work closely with various teams to identify and analyze semi-structured, and unstructured data in a distributed system.
- Analyze large datasets and present findings in form of reports for business analysis team.
- Develop tools and reports that help users access data to improve margins and a better customer experience.
- Design and implement statistical / predictive models to analyze data to predict demand, risk, and price elasticity. Experience with machine learning algorithms.
- Collaborate with product teams to develop and support ongoing analyses.

Sharknado

Software Engineer

- Coded, tested, debugged, implemented and documented software.
- Developed eCommerce solutions and social networking features to improve user experience.
- Designed, developed and maintained eCommerce website.
- Built report interfaces and data feeds to improve data analysis.
- Gathered and collected information from various sources and prepared documentation to change existing programs.

Spacing:

White space is your friend, use it wisely

Example:

- 8-12pts before each heading (12)
- 3-6pts after each heading (6)
- 2-4pts between items in the section (3)

Peder Connor Andersen

3249 18th Street, San Francisco, CA 00000 415.222.154

Professional Profile

A former Python and Java programmer with newly acquired skills in data science. Mine hidden gems located within large sets of structured data. Heavy dose of mathematics and applied statistics with a focus on machine learning.

Education

University of California, Berkeley – Master of Information Management
Relevant Courses: Research Design and Applications for Data Science
University of Wisconsin, Madison – Bachelor of Computer Science

Core Competencies

Strategic Thinking: Able to influence the strategic direction of the business and creating and implementing data driven strategies.

Modeling: Design and implement statistical / predictive models to predict demand, risk and price elasticity. Experience with regression, logistic, and decision trees.

Analytics: Utilize analytical applications like SAS to identify trends and draw appropriate conclusions and translate analytical findings into business value.

Drive Enhancements: Develop tools and reports that help users access data margins and a better customer experience.

Communications and Project Management: Capable of leading the direction of the business and communicating with diverse product teams to develop and support our internal data science initiatives.

Skills and Tools

- NoSQL data stores (Cassandra, MongoDB)
- Hadoop, MySQL, Big Table, MapReduce, Mahout
- D3.js, Tableau
- Python, iPython, C, C++, Java, Javascript, R

Experience

Accelerated Pipeline, San Francisco, CA

2012 – present, Data Analyst
Work closely with various teams across the company to analyze semi-structured, and unstructured data in a distributed system. Analyze large datasets to provide strategic direction to the business. Perform quantitative analysis of product sales trends to identify opportunities. Conduct cost and benefit analysis on new ideas. Assist in developing internal tools for data analysis.

Sharknado, San Francisco, CA

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Peder Connor Andersen

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Sharknado

Software Engineer

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- Designed, developed and maintained e-commerce features.
- Built report interfaces and data feeds to improve user experience.
- Gathered and collected information from various sources and prepared documentation to change existing programs.

Bullets & Lists:

- Bullets help reader scan effectively
- Try columns for short lists for skills or competencies

CHRIS S. CYBER

phone number:
chris@cyber@gmail.com
website, linkedin, github etc.

SUMMARY

If you decide to use this section, keep it short and relevant! A few sentences or a short paragraph. Make sure it reflects your brand and is interesting to the reader (which means, you may have to update it depending on the job you are applying for). Make sure you show your professional value to the reader.

EDUCATION

University of California, Berkeley – Master of Information and Cybersecurity Anticipated 2021

RELEVANT COURSES: If you list relevant courses, be sure the titles make sense to the reader! Don't list a course they wouldn't know! Another section you could list instead of relevant courses is "focus areas"; if you do this section, be sure that your focus areas make sense together and don't paint a picture of you as "unfocused". You may also consider highlighting course projects and Capstone.

University of Wisconsin, Madison – Bachelor of Computer Science 2010

CERTIFICATIONS

Certified Information Systems Security Professional (CISSP), (ISC)² Date

Certified Ethical Hacker (CEH), EC-Council Date

Security+, CompTIA Date

TECHNOLOGY SKILLS AND TOOLS

Programming: list your programming languages

Security: list the security software you have experience with

Operating Systems: list the operating systems you have worked in

PROFESSIONAL EXPERIENCE

Business Name, City, State

TITLE date – date

- List your jobs from most recent to least recent.
- If you've been at one job for a long time or have a LOT of experience there (i.e., a lot of bullets), you can break up the bullets by subheadings such as "leadership & innovation", "technical skills", "projects", etc.
- Start your descriptions with action verbs! Use implied first tense. Pay attention to verb tense- use present tense for your current job, and past tense for previous jobs.

Business Name, City, State

TITLE date – date

- The most important thing you should do when writing your descriptions is to showcase your strengths, skills, and accomplishments. Do NOT just write what you did (i.e., what you were responsible for, what tasks you completed). Always include some element of why you did it, or how you did it, or who you did it with (i.e., how you collaborated or communicated), or what impact you made.
- Make sure descriptions are action oriented and talk mostly about what you did, not what the product was or what the project accomplished. Spoon-feed the reader; spell out why it is relevant.

Business Name, City, State

TITLE date – date

- A good article to read to gain information about what to put in the description can be found here:
<http://ti.me/1iEKMdM>

General Format Tips:

- **Length:** 1 page unless 5-10+ years of experience
- **Margins:** 0.25 – 1"
- **Format:** Text for ATS
Use PDF for emailing
- **Color:** tasteful, be sure prints well in black & white
- **Font size:** 10-12 pt.
- **Language:** write in implied first person, pay attention to tenses
- **Typos/errors:** None-proofread! Watch your capitalization!

If you decide to use this section, keep it short and relevant! A few sentences to grab their attention and highlight why you're a great candidate. Make sure it reflects your brand and is interesting to the reader (which means, you may have to update it as you gain more experience over time.)

AREAS OF EXPERTISE

Section Break (Continuous)

→ Agile / SaaS Methodologies	→ Enterprise Architecture	→ Software Engineering
→ SaaS / Cloud Computing	→ Software Development Lifecycle	→ Leadership
→ IT Strategy		→ Team Development

PROFESSIONAL EXPERIENCE

Company or Organization, City, State

Title → Month Year — Month Year

- List your jobs from most recent to least recent.
- If you've been at one job for a long time or have a LOT of experience there (i.e., a lot of bullets), you can break up the bullets by subheading such as "Leadership & Innovation", "Technical Skills", "Projects", etc.
- Start your descriptions with basic verbal Use-Imple did not tense. Pay attention to verb tense— use present tense for your current job, and past tense for previous jobs.

Company or Organization, City, State

Title → Month Year — Month Year

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Company or Organization, City, State

Title → Month Year — Month Year

- A good article to read to gain information about what to put in the description can be found here: <http://t.me/11EXM0M>

SKILLS AND TOOLS

- Languages: list your programming languages
- Software and Tools: list the security software you have experience with
- Operating Systems: list the operating systems you have worked in

CERTIFICATIONS

Certified Information Systems Security Professional (CISSP), (ISC) ²	→	Date
Certified Ethical Hacker (CEH), EC-Council Security, CompTIA	→	Date

EDUCATION

University of California, Berkeley — Master of Information and Cybersecurity	→	Anticipated 2020
Relevant Courses: If you list relevant courses, be sure the titles make sense to the reader! Don't list a course they wouldn't know!		
University of Wisconsin, Madison — Bachelor of Computer Science	→	2010

Section Options:

- Key Skills or Competencies
- Reflect key words
- Make it easy to see qualifications

Content Order:

- Flexible
- Reflects amount of experience
- Education either at top or bottom

If you decide to use this section, keep it short and relevant! A few sentences to grab their attention and highlight why you are a great candidate. Make sure it reflects your brand and is interesting to the reader (which means, you may have to update it depending on the job you are applying for.)

AREAS OF EXPERTISE

Section Break (Continuous)		
→ Agile/Scrum Methodologies	→ Enterprise Architecture	→ Software Engineering
→ SaaS / Cloud Computing	→ Software Development Lifecycle	→ Leadership
→ IT Strategy		→ Team Development

PROFESSIONAL EXPERIENCE

Company or Organization, City, State → Title → Month Year—Month Year

- List your jobs from most recent to least recent.
- If you've been at one job for a long time or have a LOT of experience there (i.e., a lot of bullets), you can break up the bullets by subheading such as "Leadership & Innovation", "Technical Skills", "Projects", etc.
- Start your descriptions with action verbs! Use implied infinitive. Pay attention to verb tense—use present tense for your current job, and past tense for previous jobs.

Company or Organization, City, State → Title → Month Year—Month Year

- The most important thing you should do when writing your descriptions is to showcase your strengths, skills, and accomplishments. Do NOT just write what you did (i.e., what you were responsible for, what tasks you completed). Always include some element of why you did it, or how you did it, or who you did it with (i.e., how you collaborated or communicated), or what impact you made.
- Make sure descriptions are action oriented and talk mostly about what you did, not what the product was or what the project accomplished. Spoon-feed the reader; spell out why it is relevant.

Company or Organization, City, State → Title → Month Year—Month Year

- A good article to read to gain information about what to put in the description can be found here: <http://tiny.cc/1EEXMcM>

SKILLS AND TOOLS

- Languages: list your programming languages
- Software and Tools: list the security software you have experience with
- Operating Systems: list the operating systems you have worked in

CERTIFICATIONS

Certified Information Systems Security (Professional) (CISSP), (ISC) ²	→	Date
Certified Ethical Hacker (CEH), (CC-Council Security), CompTIA	→	Date

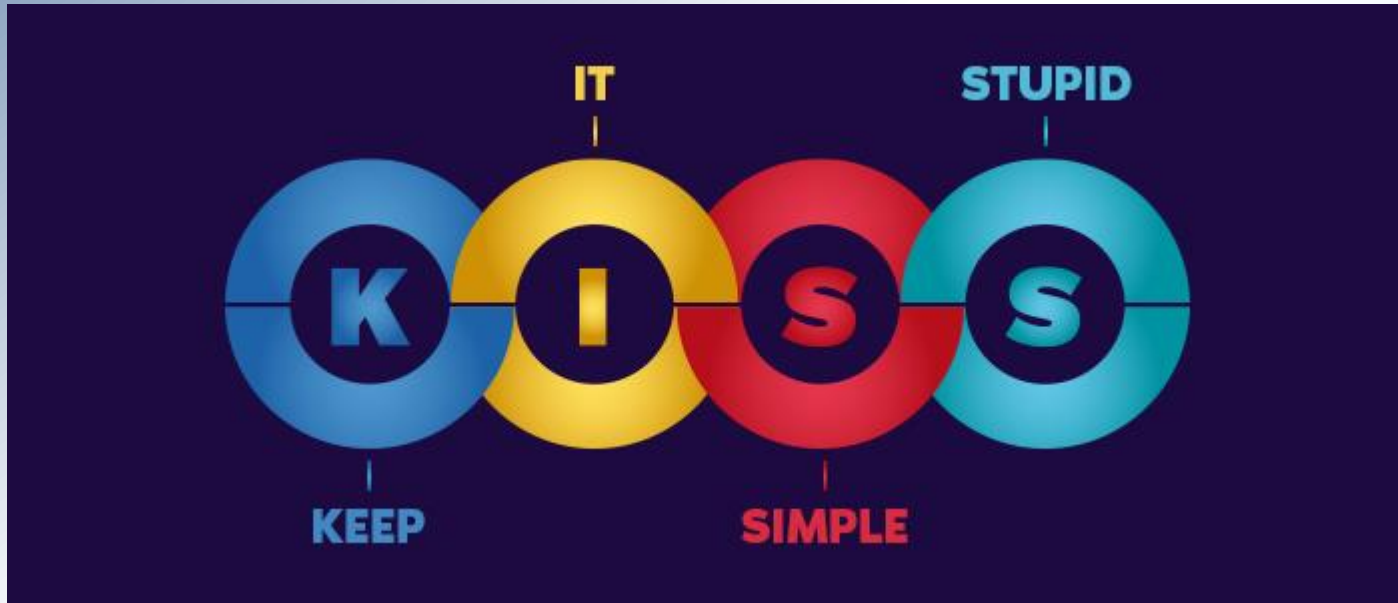
EDUCATION

University of California, Berkeley—Master of Information and Cybersecurity	→	Anticipated 2020
Relevant Courses: If you list relevant courses, be sure the titles make sense to the reader! Don't list a course they wouldn't know!		
University of Wisconsin, Madison—Bachelor of Computer Science	→	2010

Order of Content

- Flexible
- Reflects amount of experience
- Decide which sections will open doors for you
- Education typically on top for new grads- moves to bottom with experience

Career Hack



KISS!

Creative Resumes

- Creative styles *may* help showcase your talents, add visual interest
- Less is more - graphics shouldn't overshadow content
- Experiment w/ fonts, colors, and layouts before adding graphics
- Be careful of using comparison graphs to display skill levels-all relative
- Get a second opinion, don't get personally attached to the design
- Make sure it is easy to read and comprehend – too many visual elements can overwhelm the reader
- Online portfolio or website may be a better place to demonstrate creativity

Challenge of Creative Resumes

MADISON GEORGE

M/G

WEB DESIGNER

EXPERTISE

USER INTERFACE
 LAYOUT DESIGN
 INFO ARCHITECTURE
 CONTENT MANAGEMENT
 FRONT END DESIGN

TECH SKILLS

DRUPAL
 WORDPRESS
 HTML/CSS
 MAC OSX

PROFILE

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut in nulla mattis erat. Proin in lobortis urna. Vestibulum ante ipsum primis in amet id faucibus orci luctus et ultrices posuere cubilia Curae; Pellentesque id justo erat. Vivamus at tellus orci. Nulla orci enim, mollis id eros et, sodales lacina leo donec id tristique.

EXPERIENCE

POSITION TITLE HERE COMPANY NAME HERE

JAN 2010 - PRESENT Integer efficitur des odio in gravida ullamcorper fermentum suspendisse condimentum dolor nisi a ullamcorper id sagittis elementum. Phasellus vitae gravida tortor, ac consectetur lorem.

- Phasellus id urna nisi. Nam nec tellus bibendum, placerat elit id, commodo lorem vitae gravida tortor a ullamcorper id sagittis
- Sed sit amet felis sollicitudin metus placerat fermentum vitae id nullam porttitor felis efficitur des odio suspendisse condimentum dolor.

POSITION TITLE HERE COMPANY NAME HERE

JAN 2009 - DEC 2010 Integer efficitur des odio in gravida ullamcorper fermentum suspendisse condimentum dolor nisi a ullamcorper id sagittis elementum. Phasellus vitae gravida tortor, ac consectetur lorem.

- Phasellus id urna nisi. Nam nec tellus bibendum, placerat elit id, commodo lorem vitae gravida tortor a ullamcorper id sagittis
- Sed sit amet felis sollicitudin metus placerat fermentum vitae id nullam porttitor felis efficitur des odio suspendisse condimentum dolor.

EDUCATION

MASTER OF DIGITAL ARTS NEW YORK UNIVERSITY

SEP 2012 - JUNE 2014 Integer efficitur odio gravida des nisi ullamcorper fermentum suspendisse in blandit ac nisi vel dignissim id sagittis.

BACHELOR OF ARTS NEW YORK UNIVERSITY

SEP 2008 - JUNE 2012 Integer efficitur odio gravida des nisi ullamcorper fermentum suspendisse in blandit ac nisi vel dignissim id sagittis

WWW.YOURWEBSITE.COM | 315.955.1234
HELLO@YOURWEBSITE.COM | LINKEDIN.COM/YOURNAME

HELENA MURAKAMI

SALES MANAGER

123 STREET NAME, CITY

CONTACT@DOMAIN.COM

12 345 678 9000

WWW.YOURLINK.COM

EDUCATION

ENTER YOUR DEGREE/MAJOR
New York University
2004 - 2008

ENTER YOUR DEGREE/MAJOR
New York University
2004 - 2008

PROFESSIONAL SKILLS

PROJECT DESIGN / PRODUCT PLACEMENT / CONTENT MANAGEMENT / LAYOUT DESIGN / PUBLIC RELATIONS / PHOTOGRAPHY / ENTER YOUR SKILL / ENTER YOUR SKILL / ENTER YOUR SKILLS

TECHNICAL SKILLS

PHOTOSHOP
MICROSOFT WORD
INDESIGN
POWERPOINT
PC + MAC SYSTEMS

PROFESSIONAL EXPERIENCE

ENTER JOB POSITION HERE
Company / Location / 2010 - Present

Anulismi por incididunt ut labore et dolore magnanates aliqua. Ut enim ad minim veniam, quis nostrud exekit citation ullamco laboris nisi ut aliquip ex ea commode consequat. Duis aute inurement dolor in reprehenderit in voluptate velit esse

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- Loren ipsum dolor sit amet mana san cosmos lapidis sumission solomitol.
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ENTER JOB POSITION HERE
Company / Location / 2010 - Present

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ENTER JOB POSITION HERE
Company / Location / 2010 - Present

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But
don't do
this!

HI! I AM... **ANTONY SMITH**

PERSONAL DETAILS

EMPLOYMENT HISTORY

EDUCATION

PERSONAL SKILLS

TECHNICAL SKILLS

GET IN TOUCH

NATIONALITY: United States
LOCATION: Florida
BIRTHDAY: 8 March 1985 (26)
EDUCATION: Major in Graphic Design
EXPERIENCE: 6 Years
AVAILABILITY: 8 Part time

GRAPHIC DESIGNER 2005 – 2007
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CREATIVE DIRECTOR 2007 – 2009
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HIGH SCHOOL
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May 2004, GPA 3.5

UNIVERSITY
Lorem Ipsum Dolor sit Amet, Consectetur
May 2004, GPA 3.5

PHOTOSHOP ★★★★★
ILLUSTRATOR ★★★★★
INDESIGN ★★★★★
FLASH ★★★★★
DREAMWEAVER ★★★★★
XHTML / CSS ★★★★★
JAVASCRIPT ★★★★★

SOCIAL COMMITMENT ★★★★★
ORGANIZATION ★★★★★
CREATIVITY ★★★★★
COMMUNICATION ★★★★★
TEAMWORK ★★★★★

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FACEBOOK: http://fb.com/johnsmith

Final Thoughts

YOU do the work... so the reader doesn't have to!

- Be careful with industry jargon and acronyms
- Be concise and targeted
- Use the employer's words (read job postings)
- Remember – you may only get 6 seconds!

Make it easy for the reader to understand your:

- strengths and accomplishments
- business value
- and what is unique about **YOU!**

Resources

Career Advising:

<https://www.ischool.berkeley.edu/careers/students/advising>

Resume Review:

<https://www.ischool.berkeley.edu/careers/students/resumereview>

Resume Resources & Templates:

<https://www.ischool.berkeley.edu/careers/students/guides#resumes>

Webinar Recording & Slides:

<https://www.ischool.berkeley.edu/events/2020/modernize-your-resume-0>

Contact:

marymchale@berkeley.edu

Questions and Answers