

CREATING A QUALITY RESUME

2021

Facilitator: Janice Aanenson, MN State IT Center of Excellence

Keep in Mind

Resumes will be reviewed for 7-15 seconds on average by the 1st round Team

Different Types of Resumes for Different Levels of Experience and Positions

Types of Resumes – Less Experience or Skill Specific use Skill Based Resume; More Experience Chronological

Chronological – Competency Areas with Examples	Skill Based – Competency Areas
<ol style="list-style-type: none"> Contact information Objectives and Competencies Employment Education Activities 	<ol style="list-style-type: none"> Contract Information Objective List of Competencies with Experiences Education Activities
<p>Competencies – Tasks you have experiences with: Leadership ~ Security + Certification ~ Customer Service ~ Data Visualization ~ Storytelling ~ Event Planning ~ Firewall ~ Data Analytics ~ Software Development ~ Agile Methodology ...and so on</p>	<p>Action Verbs – For Experience write HOW you know your competency areas listed (See Resource Below)</p> <ol style="list-style-type: none"> Created Presentation using JMP for Workshop Lead CCDC Team Competition as Captain Installed Firewall Software for Network Labs

Resources	
CAREERwise Education	https://careerwise.minnstate.edu <ol style="list-style-type: none"> Assess Your Skills, Interests, and abilities Create a Career Plan by creating a Career Cluster Interest Survey Overview Learn about Careers – Review tasks, abilities, skills, Education, pay, etc. Link to Internjobs.com – list of all internships available
O*Net Online	https://www.onetonline.org <ol style="list-style-type: none"> Research job titles and position descriptions View different occupational titles to do your research on Provides lists of technology skills and tasks you would need to perform
Action Verb Examples	https://examples.yourdictionary.com/action-verb-examples.html Remember, be honest and don't overstate your abilities
Types of Resumes	https://careerwise.minnstate.edu/jobs/resumecharts.html Also, search for Skill Based Templates – Find something dynamic that grabs attention!
MSFT Word Templates	Search Word for Resume Templates! There are many to choose from! <ol style="list-style-type: none"> Easy to read Matches your level of experience

TIPS

- Keep resume to 2 pages Max
- Change resume to meet the job you are applying for and with Experience!
- Always tell the truth. No experience means no experience
- Explore your college courses for competencies – They are in there!



Standard Resume

MIRA KARLSSON

SOCIAL MEDIA MARKETING SPECIALIST

CONTACT

816-555-0146
mira_karlsson
karlsson@example.com
www.example.com

PROFILE

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat. Duis autem vel eum iriure dolor in hendrerit in vulputate. Lorem ipsum dolor sit amet, consectetur. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet.

SKILLS

- LOREM IPSUM DOLOR
- SIT AMET
- CONSECTETUER
- ADIPISCING
- SED DIAM NONUMMY
- NIBH EUISMOD TINCIDUNT

EXPERIENCE

Lorem Ipsum

20XX-20YY

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat. Duis autem vel eum iriure dolor in hendrerit in vulputate. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat.

Dolor Sit Amet

20XX-20YY

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea.

Consectetuer Adipiscing Elit

20XX-20YY

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat. Duis autem vel eum iriure dolor in hendrerit in vulputate. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat.

EDUCATION

Lorem Ipsum

20XX-20YY

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy.

Dolor Sit Amet

20XX-20YY

Nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt laoreet dolore magna aliquam erat volutpat.



Skill Based Resume

FIRST AND LAST NAME	Address City, State, Zip Phone Number Email Address Linked In/Portfolio/Website Address https://myefolio.com/abc

OBJECTIVE
Why are you handing this resume in? Be specific and short (Example) Looking for a position as a network designer for a diverse and growing company

SKILLS			
C++	Recording	Next one	Next one
Next one	Next one	Next one	Next one

EXPERIENCE	
09/18 – Present	Position or Title, Company Name – City, State Overview: (statement of overview of what you did) <ul style="list-style-type: none"> • Details (use action verbs) • Details (use action verbs) • Details (use action verbs)
09/18 – Present	Position or Title, Company Name – City, State Overview: (statement of overview of what you did) <ul style="list-style-type: none"> • Details (use action verbs) • Details (use action verbs) • Details (use action verbs)
09/18 – Present	Position or Title, Company Name – City, State Overview: (statement of overview of what you did) <ul style="list-style-type: none"> • Details (use action verbs) • Details (use action verbs) • Details (use action verbs)

EDUCATION	
03/17 – Present	Degree, University or School – City, State
1/15 - /3/17	Degree, University or School – City, State

Experienced

XXXX

Future InfoSec Analyst

+1 (612) 4xxxx

dxxxx

dxxx@gmail.com

in/in/daxxxxxx

sxxxxx

Technical Skills

Overview

Networking	Database Design
OSINT	Linux CLI
Programming	PGP / GPG
OOP	Software Testing

Programming

C# • SQL • Python

JavaScript • Java

Ruby • PHP • L^AT_EX

Education

- 2019 MS, Information Technology
Minnesota State University
Mankato, MN
- 2018 BS, Information Technology
Summa Cum Laude
Minnesota State University
Mankato, MN
- 2015 AAS, Information Systems
South Central College North
Mankato, MN
- 2014 AAS, Networking Services
South Central College North
Mankato, MN

Experience

- Feb 2018 - Present Graduate Assistant - Developer MNSU
 - Developed a live bus tracking app for the University and partnership with the City of Mankato
 - Web app used Knockout JS, jQuery frameworks for the frontend with a C# MVC + Web API 2 backend
- Apr 2016 - Feb 2018 Developer Intern FPX
 - Wrote tests for and reported bugs found in Java SaaS product
 - Ran large test suites written in Java and JavaScript and interpreted results in CI/CD environment
 - Tools used: Atlassian suite, Slack, Jenkins, Selenium, JMeter
- Nov 2015 - Apr 2016 UX Lab Intern MNSU
 - Developed Windows Phone app in C# to be used campus-wide by students
 - Assisted other MNSU classes in running usability and user experience tests with state-of-the-art testing technologies including eye-tracking hardware and video monitoring
- Aug 2013 - Jun 2014 Service Technician Computer Technology Solutions
 - Performed bench repair work on computers including OS migrations, virus removal, data recovery, and hardware replacements
 - Received certifications:
 - Apple Certified Macintosh Technician
 - WatchGuard Certified System Professional
 - Provide support and maintenance for customer's network and virtual infrastructure including firewalls, servers, and endpoints
 - Experience supporting products: WatchGuard XTM, ESXi, Hyper-V, Windows Server 2010/2012, MacOS, Windows 7/8/10, Active Directory, Veeam

Research & Training

- S3scanner GitHub
 - I created a Python tool for scanning AWS S3 buckets to find insecure permissions and sensitive data. 500+ stars on GitHub currently
- Hackerone / HackTheBox
 - Outside of school, I like to spend time hunting bug bounties on Hackerone and participating in CTFs on hackthebox.eu

Community

- 2015 - Present Information Security Student Organization MNSU
 - As the President of the group, I led meetings of students and presented many InfoSec topics including hands-on demos
 - Each year, our group participates in the Collegiate Cyber Defense Competition (CCDC) in which we, as a team, defend a virtual environment against real-world red team attackers over an 8-hour period
 - Topics presented: WiFi cracking, lockpicking, Shodan, CTFs, Metasploit modules, encryption ciphers, Kali tools, staying safe online, and many more

