Resumes and LinkedIn

TIMESTEP

3/28/18

Resume

There is no official or mandated format or requirements for a resume. A resume is simply a summary document on your work experience, education and skill set.

A resume should typically include:

- Your full name, address, telephone number and e-mail

- Your educational history from college (current) on – include institution, years attended, degrees awarded (or in progress), major/minor and any awards or honors

  - Maybe: GPA, High School, Clubs

- Your <u>relevant</u> work history including place of employment, dates of employment, short summary of job duties, and promotions and major accomplishments

  - Don't worry too much about…part time vs. full time, volunteer vs. paid, high school jobs unrelated to what you're applying to, very short periods of employment (3 months or less)

  - Things like salary and references can be included elsewhere in job applications

Resume

A resume can and should contain some of the following:

- Honors & Awards

- Technical skills that are relevant to your field

- Your knowledge level on software, languages, or other unique skill sets (if you have it)

- Volunteer work that is in addition to your work history and related to your field

Resume

In some instances you might want to include…

▶ Hobbies and volunteer work outside of your field (if it is positive and shows who you are as a person)

▶ Salary & references if asked for (usually these can be attached in a separate document or be part of your cover letter or application, but sometimes they get folded in)

Effective communication

- Audience & Purpose
- Vocabulary
- Top 3
- Individuality
- Impeccable editing!

Resume

A few words about best practices and common mistakes…

- Resume "statement" – not needed

- 1 page please!!!!!!!!!!!!!!!!!

- Include data about your job performance but briefly – use cover letter to expound upon accomplishments (ie: "I increased productivity by 15%")

- Consistent, well-organized, easy to read and skim

- Whenever possible, match the language and terms in your resume to the job application you are submitting

- You should show you are familiar with industry jargon and terms but you ALSO don't know exactly who is reading your resume – make sure you are spelling out acronyms and including clarifying information about your skills

Resume

- Do not include an image on your resume. This is common practice in some countries in the world, but is not typical for the US/Canada and could actually lead to some hiring issues…

- When you're applying for jobs you should separate what you did to what your team did. It's fine to start broad and say "my research team worked on…." but when you are writing or talking about yourself as part of the process, you need to isolate out what YOU accomplished personally and how it contributed to the whole

- A resume (or a CV) is not a legal document – you are providing a summary of your work history for a potential employer. While you want to be honest and thorough you get to decide what to focus on and how to portray the information. During an application an employer may want a full work history or detailed info for a background check or similar

- List quantifiable results whenever possible, describe greatest accomplishments for each position, and don't forget small tasks you enjoyed

- Protip: create a Master Resume with everything you've ever done – then customize everytime you apply for a job to save time

Resume Resources

- Career Services "A" Resume Guide: http://career.arizona.edu/a-resume-guide

- Resume Checklist: http://career.arizona.edu/resume-checklist

- Dept of Labor O*Net Online - https://www.onetonline.org/

  - https://www.onetonline.org/link/details/19-2012.00

- Transferable skills checklist - https://www.roguecc.edu/emp/Resources/transferable_skills_checklist.htm

JESSE KENDALL

123 Elm Street | Miami, FL 33183 | 305.555.5555 | jkendall@notmail.com

Highly Skilled Programmer

Successful background in implementing and maintaining processes that seamlessly evolve around software and hardware interfaces. Strong knowledge in program and hardware de-bugging. Sterling reputation for clearly defining system requirements, skillfully designing applications, and seamlessly managing technical systems.

Career Excellence

ABC International, Miami, FL, 20xx-20xx
Senior Programmer
Assigned, coordinated, and reviewed the work of 12 contractors, consisting of programmers, DBAs, QA Engineers, and Business Analysts. Consulted with management and systems analysis personnel to clarify programming and coding requirements. Programmed Web site and other tools using server side JavaScript and the BroadVision e-commerce engine. Programmed back end programs; installed, configured, and managed Oracle databases. Designed user interfaces for consumer-facing-business and business-facing-business. Planned failover strategies and redundancy contingencies for hardware and software failures.

- Oversaw application and database security and made major architecture decisions on server, application, database, and network setup.

BCD Systems, Miami, FL, 20xx-20xx
Lead Programmer
Developed and updated documentation for System 36 applications supporting plant operations. Serviced networking equipment, cables, workstations, and printers to support plant operations. Installed, supported, and maintained new AS/400 plant operation applications, including installation of cables, bar-code printers, remote frequency bar-code readers, and software to support equipment. Oversaw the project to integrate plant operations with the front office business applications. Supervised a staff of two employees.

- Recommended, researched, purchased, and installed the equipment and cabling for the company's first local area network (LAN) utilizing Token Ring; allowed the main office to be connected with the paper mill.
- Actively participated in the conversion and integration of plant operation software.
- Implemented the company's first bar-coding process for labeling and tracking the final product and RF equipment to automate the shipping process; resulted in preventing overshipment/undershipment to customers.
- Implemented the bar-coding and RF equipment that was utilized for the plant operation project.

Certifications

Microsoft MSCA/MCSE Certifications / Cisco Certified Network Associate (CCNA) / A+ Certified PC Service Technician

Technical Skills

Operating Systems:	MS Windows (NT4, 2000, 2003), Novell v3-v5, Fedora Core, UNIX, Solaris, TPF 4.1
Networking:	Local Area Network (LAN), Wide Area Network (WAN), TCP/IP
Software:	MS Office, Lotus Notes, SNA, Lotus SmartSuite, Symantec Security Suite, Microsoft Virtual Server, PowerQuest Drive Image, Symantec Ghost, Photoshop, PowerISO, SuperVision Enterprise Management Software, Adobe Illustrator
Hardware/Systems:	Dell, IBM, HP, Compaq Servers, Cisco Routers and Switches, Tape Backup Devices, CD Server Towers, 3Com Switches, IBM z9 Series Mainframes
Languages:	BASIC, QBASIC, VBASIC, FORTRAN, Assembler, Turbo Pascal, and Spectre

Education

Bachelor of Science, Computer Science, XYZ University, Miami, FL, 20xx

BRYCE HAMMOND
IOS DEVELOPER / SOFTWARE WIZARD

Denver, CO

🌐 resume.semanticchickens.com 📧 github.com/brycehammond

Intent

An Apple Design Award winning developer, I want to create exceptional apps balancing innovative interaction and visual design. I have extraordinary attention to detail and create scalable and elegant architectures.

Work History

Feb 2011 – present

Lead Programmer / Magician
Imulus

- Mobile Development lead and head developer for the following apps:
  - eDiscovery Assistant (app and Rails API)
  - Vis a Voy (app and Rails API)
  - Opto (created framework so client could create new exercises via configuration files)
  - Feedback Sports (app and Rails API)
  - ePantry (ePantry now maintains it, previously 5 star rated)
  - Snowzoom and SSCV (app and Rails API)
  - COPD Pocket Consultant Guide
  - Enterprise apps for Stanford University and AlphaNet
  - Others yet to be released
- Built and maintained backend in C# for The Jacobsen and MRI Network
- Performed the occasional, and sometimes original, magic trick for colleagues and clients
- Transitioned from monolithic Subversion version control system to Mercurial and then to Git

Jul 2007 – Feb 2011

Software Engineer
Wall Street on Demand / Markit on Demand

- Team lead, architect and lead developer for the team responsible for creating the following iPhone / iPad apps:
  - Financial Times Mobile
  - Financial Times iPad Edition (won Apple Design Award in 2010)
  - Fineco
  - CNBC Real-Time
  - TD UK / NatWest / RBS
  - Other apps that have gone way downhill since I left and I'll need a beer or two to share about
- Daily use of Objective-C, C++, Perl, Ruby, and SQL
- Work on high availability, highly scalable, Windows based backend server systems that service most every major financial website (CNBC, Scottrade, Ameritrade, Schwab, etc.)
- Designed and coded a tool to streamline XML feed integration, drastically reducing the time needed to do the integration
- Created a tool to automatically transition the Visual SourceSafe version control system to Subversion, while maintaining version history
- Develop and maintain systems handling thousands of

Skills

Objective-C / Swift / Cocoa

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iOS and OS X Development with Objective-C, Swift and Cocoa/CocoaTouch

C / C++

///////////

Large scale and high availability system experience in C and C++

Magic

///////////

Ex-professional magician specializing in card and coin magic with original effects created that integrate technology

Ruby / Rails

///////////

Ruby and Ruby on Rails application development

Version Control

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Experience with Git, Subversion, CVS, Mercurial, Visual SourceSafe (yep, I said it), and Rational ClearCase

C# / .NET

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Experience with .NET MVC and WebForms, Console Applications, WPF applications, and Windows Phone

SQL

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CV

The differences between a resume and a Curriculum Vitae (CV) is thoroughness and audience.

- CVs are used to provide detailed information for applicants in a particular discipline, and many academics, Ph.D. students and educators use CVs.

- A CV includes details on publications and showcases specific areas of expertise

- A CV may be requested not only for academic/research job applications but also for grants, scholarships and internships

- As with resumes, there is no one specific template – look at what others in your field have done, search for suggested templates and find one that works for you, and work with your faculty advisor to hone and improve

CV

A CV should include…

- Your name and contact info
- A brief bio
- Educational history in reverse chronological order (include years of graduation and dissertation/thesis information along with your advisor name)
- Work history including applicable experience
- Areas of interest
- All teaching and research experience
- Languages, computer skills, technical skills
- Awards & Honors
- Publications and speaking engagements
- Professional organization memberships
- References
- Other relevant experience such as study abroad, licenses, professional development and volunteer work

CV

If you're being asked for a CV, visit Career Services and work with your faculty advisor to develop!

Job review!

Get into small groups to discuss job postings!

Review a job description of your choosing. Then use the worksheet to figure out the following:

▶ Academic requirements (degrees and majors)

▶ Years of experience

▶ General job requirements

▶ Software/tech/certification requirements

▶ What experiences could you be getting at the UA to help make you competitive for this job?

LinkedIn & Social Media

Why use it?

- ▶ Professional networking
- ▶ Customizable profile
- ▶ Public & searchable

LinkedIn & Social Media

Tailoring for academics…

Think about:

- Who will look at your online profile?
- What do you want people to know about you?
- How will they use this information?

LinkedIn & Social Media

Differences between LinkedIn and a Resume/CV…

▶ Profile picture!

▶ Introductory bio/goals

▶ No page limit!

▶ Ability to link/highlight online or multimedia resources – like portfolios, videos or graphics, websites…

▶ Make sure to use keywords and phrases common in your industry that will help people search you

Priorities

Headline

- Most important!
- 3 keywords + 1 value proposition
  - Expert, Strategist, Passionate, Improves, Aspiring (http://mymarketability.com/blog/how-to-create-a-compelling-linkedin-tagline/)
- This is the summary and the skim – if someone doesn't read anything else in your profile, what will they come away with?
- Be clear about what you are looking for if you are job seeking – "seeking new opportunities" is too vague

Priorities

Photo

- should be professional, recognizable, personable but not the same as facebook…

Job descriptions

- As with the cover letter and other communications, focus on actual examples and measurable accomplishments. "Hard-working professional" doesn't mean anything if there are no metrics to back it up!

- In LinkedIn, you have room to expand upon basic job descriptions

Extras

LinkedIn Profile Categories:

• Endorsements	• Short bio/intro
• Current work info	• Articles (posted on LinkedIn)
• Media/Links	• Experience
• Education	• Volunteer Experience
• Featured Skills and Endorsements	• Accomplishments
• Interests/Public Groups	• Publications
• Coursework, Certifications, Test Scores, Projects, Patents	• Languages

Examples

- Misty Bentz: https://www.linkedin.com/in/misty-bentz-99b2744/

- Julia Mundy, Harvard: https://www.linkedin.com/in/juliamundy/

- Jens Kauffmann, MIT: https://www.linkedin.com/in/jens-kauffmann-2043456a/

- Kathy Cooksey, University of Hawaii: https://www.linkedin.com/in/kathy-cooksey-2097b139/

Resume & Career Resources

- UA Career Services – http://www.career.Arizona.edu
  - Resume drop-in hours, career coaching, example resumes, Handshake for profile and job postings
- American Physical Society Career Guidance - https://www.aps.org/careers/guidance/index.cfm
- Society of Physics Students - https://www.spsnational.org/career-resources
  - SPS Careers Toolbox - https://www.spsnational.org/sites/all/careerstoolbox/