



Robo Résumé Lesson

Designed to instruct, guide and culminate in a world class résumé. Your new résumé will make a positive impact on 3 entities:

- **The Applicant Tracking System (Robot)**
- **Recruiters**
- **Hiring Managers**
- **Your Network**

What you will learn...

1

**What a
Résumé is
and is not**

2

**What
makes a
Résumé
GREAT**

3

**Anatomy of
a Résumé**

4

**What is in
the lesson
materials
below**

Résumés are Important, but not the ONLY Tool!

FIRST LAST	FIRST LAST
City, ST Zip Phone name@host.com LinkedIn URL	xxx-xxx-xxxx name@host.com Page 2
SUMMARY TITLE OF POSITION GOAL OR POSITION APPLYING FOR Describe yourself as you want the reader (your future job's hiring team) to know you. Do not regurgitate your background. This top paragraph can be 3-4 short sentences. Then, use keywords to explain your profile. Do not make the following a table, even if the border lines are hidden. Do not use forward slashes or any other symbols. Keyword or Key phrase Keyword or Key phrase Keyword or Key phrase Keyword or Key phrase Keyword or Key phrase Keyword or Key phrase Keyword or Key phrase Keyword or Key phrase Keyword or Key phrase	EDUCATION Degree in Major, University Name, City, ST, Graduation Honors, if applicable, Date TRAINING List training here CERTIFICATIONS List certifications here SKILLS List hard skills here such as computer expertise, foreign languages, other professional skills
PROFESSIONAL WORK EXPERIENCE Company Name, Job Title, City, ST Short company description 1-2 short sentence paragraph of job duties, including keywords found in your target job description(s). <All of the following bullets should start with a power verb:> <ul style="list-style-type: none">• <Skill Word>: <Accomplished what> by <doing what>. <Result was: #/%>• <Skill Word>: <Accomplished what> by <doing what>. <Result was: #/%>• <Skill Word>: <Accomplished what> by <doing what>. <Result was: #/%>• <Skill Word>: <Accomplished what> by <doing what>. <Result was: #/%> month yyyy – month yyyy	
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One Résumé, 3 Audiences:

The Hiring Manager

Your
Story

The Recruiter

The Robot, LinkedIn

Avoid Résumés - itis!



Résumés :

- ...are an important TOOL to sell yourself to the buyer.
- ...lead to a great LinkedIn profile
- ...prepare you for an interview

Résumés do not:

- ...make or break your ability to get a job
- ...do a great job telling your story
- ...get read by most recruiters

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3 Major Principles of Résumé Excellence

1 Search-ability

Keyword search is optimized so you are found by the algorithms on company websites and LinkedIn

2 Easy to read

Well-formatted for both online and print

3 Quantitative

Numeric proof of your results and successes

A Searchable Résumé is Key – Know the Tech!

You may be the best person for the job.

But your résumé needs to have the right content to stand out well with today's technology

- 1 Job board résumé databases
- 2 Employer Applicant Tracking Systems (ATS)
- 3 Employer e-mail systems
- 4 LinkedIn searches by recruiters
- 5 Web search engines

Anatomy of a Résumé

Résumé Top:

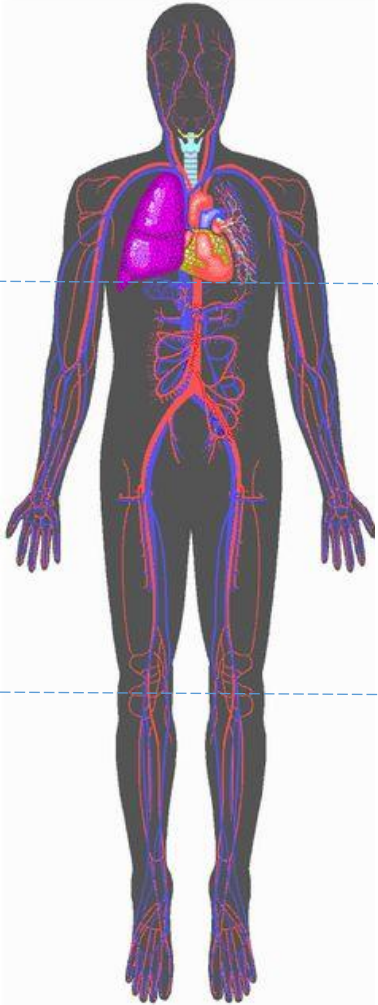
Big messages, branding, at-a-glance, future focused, "wow" factor

Résumé Middle:

Relevant skills, results, applicable experiences, professional experiences

Résumé Bottom:

Additional important and relevant basket of information



FIRST LAST

City, ST Zip | Phone | name@host.com | [LinkedIn URL](#)

SUMMARY

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Company Name, Job Title, City, ST

month yyyy – month yyyy

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EDUCATION

Degree in Major, University Name, City, ST, Graduation Honors, if applicable, Date

TRAINING

List training here

CERTIFICATIONS

List certifications here

SKILLS

List additional skills not mentioned above such as foreign languages spoken














New, Impactful Résumé to a GREAT LinkedIn Profile

FIRST LAST	
City, ST Zip Phone name@host.com LinkedIn URL	
SUMMARY	
TITLE OF POSITION GOAL OR POSITION APPLYING FOR	
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Degree in Major, University Name, City, ST, Graduation Honors, if applicable, Date	
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List training here	
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SKILLS	
List additional skills not mentioned above such as foreign languages spoken	

Résumé & LinkedIn Top:
Big messages, branding, at-a-glance, future focused, "wow" factor

Résumé & LinkedIn Middle:
Relevant skills, results, applicable experiences, professional experiences

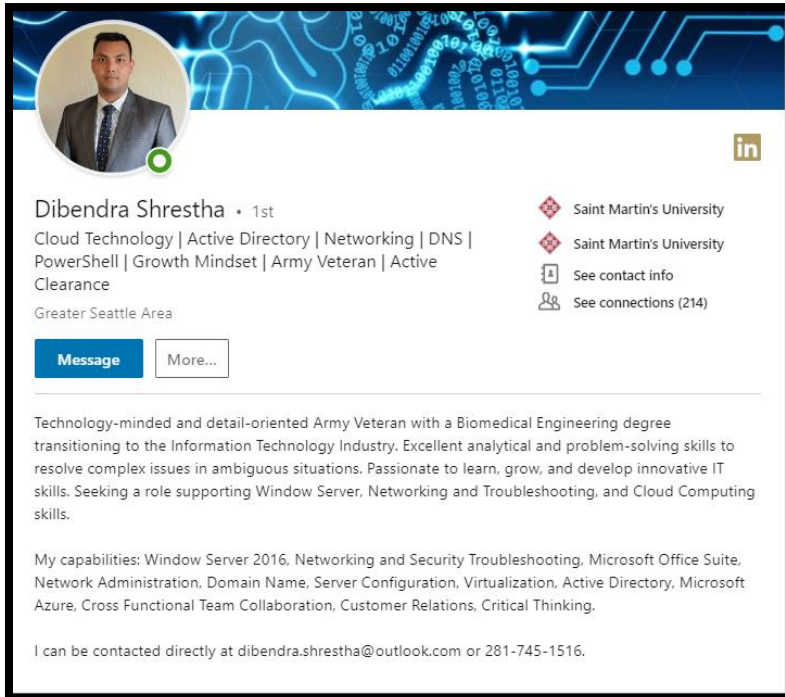
Résumé & LinkedIn Bottom:
Additional important and relevant basket of information

	
Dibendra Shrestha • 1st	
Cloud Technology Active Directory Networking DNS PowerShell Growth Mindset Army Veteran Active Clearance	 Saint Martin's University  Saint Martin's University  See contact info  See connections (214)
Greater Seattle Area	
Message	More...
Technology-minded and detail-oriented Army Veteran with a Biomedical Engineering degree transitioning to the Information Technology Industry. Excellent analytical and problem-solving skills to	
Experience	
	Microsoft Software and System Academy (MSSA) Candidate Saint Martin's University May 2018 - Present · 9 mos Greater Seattle Area Qualified for the Microsoft Software and System Academy (MSSA), an intensive, full time, 15 week technical boot camp program developed by Microsoft that includes academic and technical training, certification testing, and practical exercise aligned to meet the urgent industry needs for Information Technology professions. The program leverages college accredited courses with the goal of preparing transitioning service members for technical opportunities at Microsoft and other leading organizations. <ul style="list-style-type: none">• Developed the fundamental of Server and Cloud Administration.• Deployed virtual systems and network resources according to specifications based on ... See more
	Chemical and Arms Room Maintenance Supervisor US Army May 2014 - May 2018 · 4 yrs 1 mo Tacoma, WA • Technical Expertise: Integrated the Joint Effects Model (JEM) a web based software application to
Education	
	Saint Martin's University MSSA Program, Server and Cloud Administration 2018 - 2018
	Louisiana Tech University Bachelor of Engineering - BE, Biomedical/Medical Engineering 2011 - 2014 Activities and Societies: Tau Beta Pi Biomedical Engineering society
Skills & Endorsements	
 Powershell · 1 Dat Nguyen has given an endorsement for this skill	
 Microsoft Azure	
 Cloud Computing	

Left-to-Right – LinkedIn IS Your Digital résumé!

LinkedIn Top:

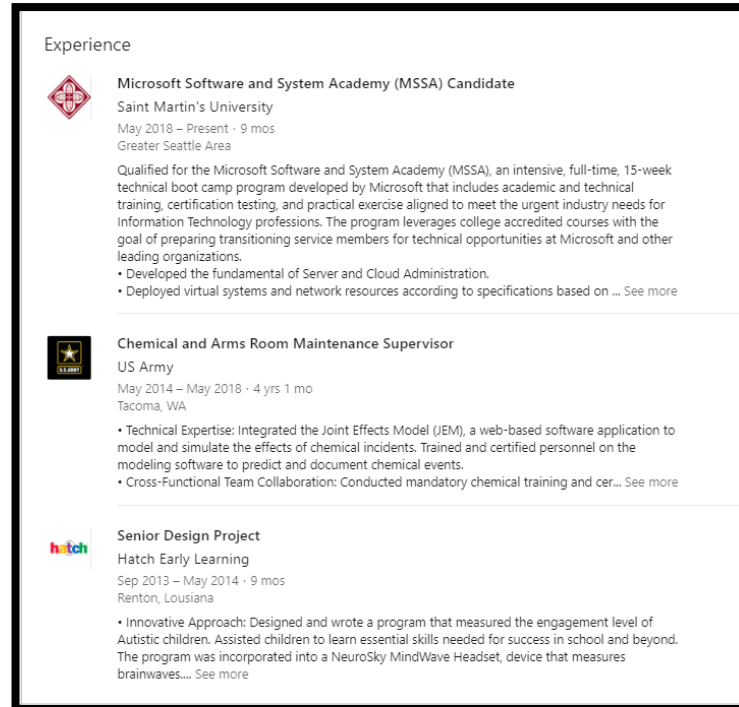
Big messages, branding, at-a-glance, future focused, “wow” factor



The top section of the profile features a blue header with a circuit-like pattern. On the left is a circular profile picture of a man in a suit. To the right of the picture is a green 'in' icon. Below the picture, the name 'Dibendra Shrestha' is followed by '• 1st'. Underneath the name is a list of skills: 'Cloud Technology | Active Directory | Networking | DNS | PowerShell | Growth Mindset | Army Veteran | Active Clearance'. To the right of the skills list are two Saint Martin's University logos and links to 'See contact info' and 'See connections (214)'. Below the skills list are two buttons: 'Message' and 'More...'. Below the buttons is a paragraph of text: 'Technology-minded and detail-oriented Army Veteran with a Biomedical Engineering degree transitioning to the Information Technology Industry. Excellent analytical and problem-solving skills to resolve complex issues in ambiguous situations. Passionate to learn, grow, and develop innovative IT skills. Seeking a role supporting Window Server, Networking and Troubleshooting, and Cloud Computing skills.' Below this paragraph is another paragraph: 'My capabilities: Window Server 2016, Networking and Security Troubleshooting, Microsoft Office Suite, Network Administration, Domain Name, Server Configuration, Virtualization, Active Directory, Microsoft Azure, Cross Functional Team Collaboration, Customer Relations, Critical Thinking.' At the bottom is a line of text: 'I can be contacted directly at dibendra.shrestha@outlook.com or 281-745-1516.'

LinkedIn Middle:

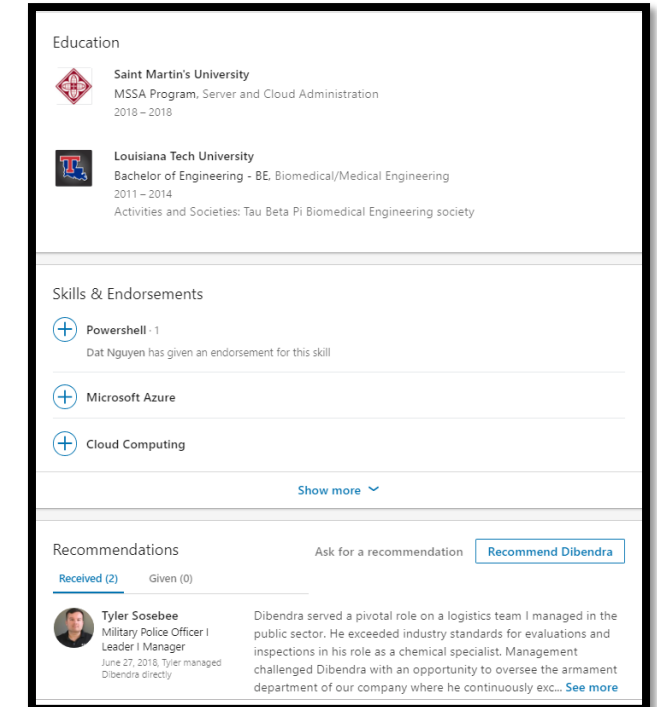
Relevant skills, results, applicable experiences, professional experiences



The middle section is titled 'Experience'. It contains three entries. The first entry is for 'Microsoft Software and System Academy (MSSA) Candidate' at 'Saint Martin's University' from 'May 2018 – Present · 9 mos' in the 'Greater Seattle Area'. It includes a description of the program and a list of bullet points: 'Qualified for the Microsoft Software and System Academy (MSSA), an intensive, full-time, 15-week technical boot camp program developed by Microsoft that includes academic and technical training, certification testing, and practical exercise aligned to meet the urgent industry needs for Information Technology professions. The program leverages college accredited courses with the goal of preparing transitioning service members for technical opportunities at Microsoft and other leading organizations.' and 'Developed the fundamental of Server and Cloud Administration.' and 'Deployed virtual systems and network resources according to specifications based on ... See more'. The second entry is for 'Chemical and Arms Room Maintenance Supervisor' at 'US Army' from 'May 2014 – May 2018 · 4 yrs 1 mo' in 'Tacoma, WA'. It includes a description of the role and a list of bullet points: 'Technical Expertise: Integrated the Joint Effects Model (JEM), a web-based software application to model and simulate the effects of chemical incidents. Trained and certified personnel on the modeling software to predict and document chemical events.' and 'Cross-Functional Team Collaboration: Conducted mandatory chemical training and cer... See more'. The third entry is for 'Senior Design Project' at 'Hatch Early Learning' from 'Sep 2013 – May 2014 · 9 mos' in 'Renton, Louisiana'. It includes a description of the project and a list of bullet points: 'Innovative Approach: Designed and wrote a program that measured the engagement level of Autistic children. Assisted children to learn essential skills needed for success in school and beyond. The program was incorporated into a NeuroSky MindWave Headset, device that measures brainwaves... See more'.

LinkedIn Bottom:

Additional important and relevant basket of information



The bottom section contains three sections. The first is 'Education' with two entries: 'Saint Martin's University' for the 'MSSA Program, Server and Cloud Administration' from '2018 – 2018', and 'Louisiana Tech University' for a 'Bachelor of Engineering - BE, Biomedical/Medical Engineering' from '2011 – 2014'. The second section is 'Skills & Endorsements' with three skills: 'Powershell · 1' (endorsed by Dat Nguyen), 'Microsoft Azure', and 'Cloud Computing'. The third section is 'Recommendations' with a 'Received (2)' and 'Given (0)' count. It shows a recommendation from 'Tyler Sosebee' for 'Dibendra directly' dated 'June 27, 2018'. The recommendation text states: 'Dibendra served a pivotal role on a logistics team I managed in the public sector. He exceeded industry standards for evaluations and inspections in his role as a chemical specialist. Management challenged Dibendra with an opportunity to oversee the armament department of our company where he continuously exc... See more'.

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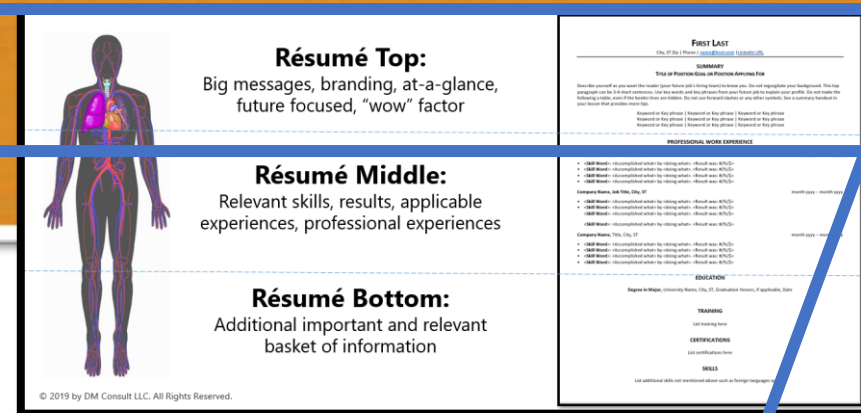
3

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a Résumé**

4

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below**

Let's Start at the Top:



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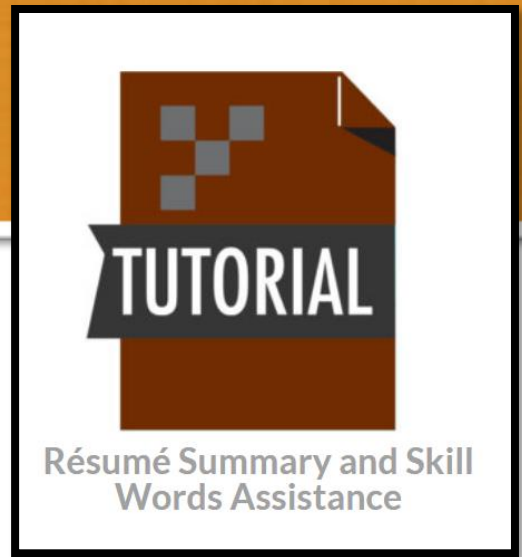
“Summary Section” Help

This Worksheet Will Help You Tremendously

Summary Section:

This section is designed to be a short, concise summarization of your key qualifications. The summary should take no more than 5 to 6 lines or 3 to 4 bullet points. This is a key part of your résumé and its goal is to clearly communicate your value to the potential employer. This section should be keyword-rich. Here are some questions you can ask yourself to determine your content for this section:

- ☒ What do you specialize in?
- ☒ What will make you valuable, or cost-effective for your next employer? (For example, troubleshooting skills and analytical problem solving skills help you adapt to new technology or systems)
- ☒ If you have no experience, what certifications or education make you qualified for the job
- ☒ What are your 3 to 5 key skills that are most relevant and will be important to your potential employer?
- ☒ Are there any specific software skills or a security clearance that also make you valuable to an employer?



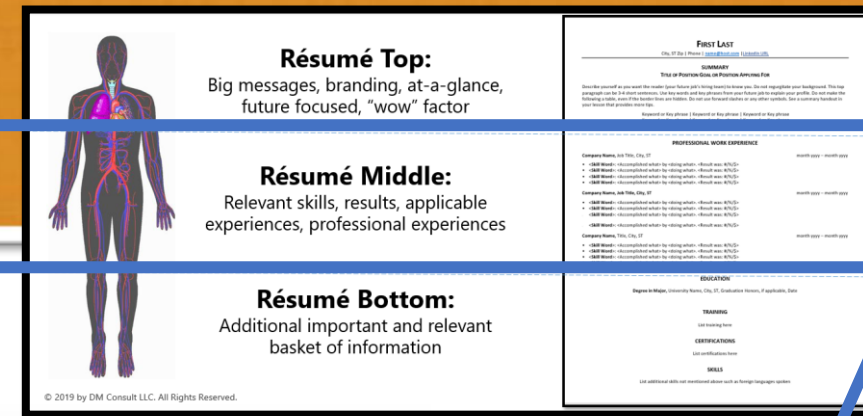
 **Solution**

Résumé Summary and Skill Word Assistance

Question: “I’m really stuck on how to write the summary. While I know what the intention is, it’s really hard for me.”

Answer: Here are some “sentence starters” for your summary section so you can pack in your strongest and most relevant strong skills.

Now the Middle:



PROFESSIONAL WORK EXPERIENCE

Company Name, Job Title, City, ST

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month yyyy – month yyyy

AFTER you have your MASTER Résumé :

1

Tacoma, WA 98433 | [REDACTED] | [REDACTED]@outlook.com | www.linkedin.com/in/[REDACTED]

SUMMARY

Service Engineer

Experienced, passionate team leader and analytical problem solver. Three years of experience supervising and working with team members in the most challenging and complex work environments. Relevant skills include:

Team Management | Multi-Team Collaboration | Log Analytics | DNS | DHCP | Active Directory | Networking | PowerShell Desired State Configuration | Problem Solving Skills | Comfortable in Fast Past Environments | Ability to Meet Deadlines

WORK EXPERIENCE

Microsoft, Microsoft Software & Systems Academy Participant, Lacey, WA September 2017– December 2017

I qualified for the [Microsoft Software & Systems Academy \(MSSA\)](#). It is an intensive, full-time, 16-week program that includes academic and technical training, certification testing and practical exercises aligned to meet urgent industry needs for Information Technology professionals. The program combines college accredited academics with hands-on training, with the goal of preparing transitioning service members for technical opportunities at Microsoft and their enterprise partners.

I specialize in Server and Cloud Administration:

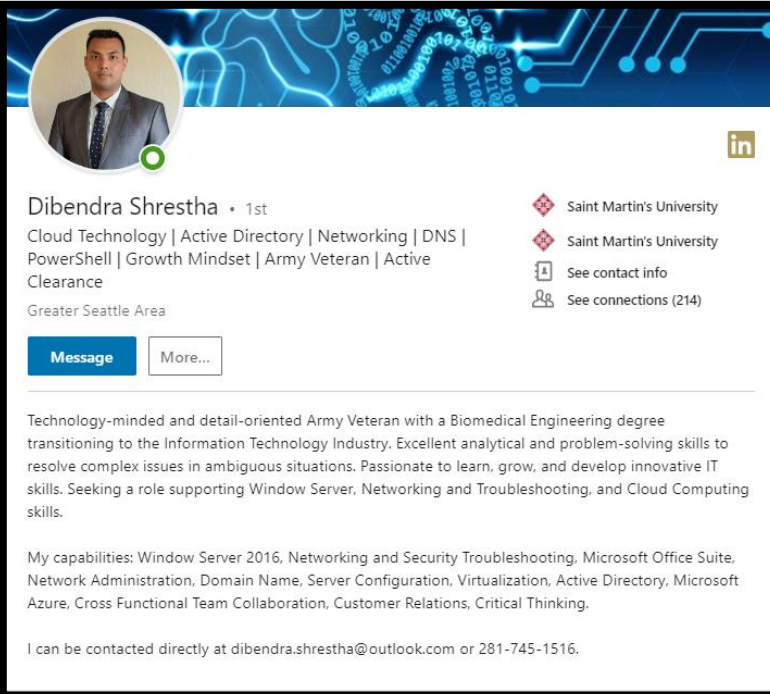
- Set up, configure and maintain company networks and system infrastructure; generate system improvements based on business needs.
- Develop and monitor security related policies and guidelines; monitor the implementation of a security infrastructure; install and implement security programs.
- Deploy virtual systems and network resources according to specifications based on established guidelines.
- Collaborate with other departments to troubleshoot and resolve network connectivity and stability issues; test networks for weaknesses.
- Implement Microsoft Azure Infrastructure Solutions.
- Install and configure Windows Server 2016.

U.S. Army, Digital Training Management Systems Supervisor, Tacoma, WA September 2016 – September 2017

The Digital Training Management System (DTMS) is a web-based application designed to implement focused training on areas of improvement. DTMS provides the ability to plan, resource, and manage unit and individual training.

- Prepared digital materials such as Microsoft PowerPoint and Microsoft Excel for advising the company executive manager on quarterly unit readiness and training requirements which increased our unit readiness by 40% in one quarter.
- Managed the Company SharePoint which increased the ability to retrieve important training information.
- Managed meetings with executive officers to delegate administrative task from the company executive officer that increased our company reliability by 60% in two quarters.
- Worked as the liaison for employees with financial, legal, and vacation request; which helped all 108 employees get their request processed by two to four weeks' faster.

2



Dibendra Shrestha • 1st

Cloud Technology | Active Directory | Networking | DNS | PowerShell | Growth Mindset | Army Veteran | Active Clearance

Greater Seattle Area

[Message](#) [More...](#)

Saint Martin's University
Saint Martin's University
See contact info
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Technology-minded and detail-oriented Army Veteran with a Biomedical Engineering degree transitioning to the Information Technology Industry. Excellent analytical and problem-solving skills to resolve complex issues in ambiguous situations. Passionate to learn, grow, and develop innovative IT skills. Seeking a role supporting Window Server, Networking and Troubleshooting, and Cloud Computing skills.

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Customize
your
SUMMARY
Section for
each
application

Are you Ready? Your Next Steps are...

- ❑ Complete your MASTER Résumé
- ❑ Proof it 3 times, ask one other person
- ❑ Copy and Paste into your LinkedIn Profile
- ❑ Customize your Résumé for each Application

To learn how to do a world class Cover Letter, how to ace interviews, network, and negotiate your offers, register for the full Job Search Master Class[®] [here](#).



Avoid “Resume-i-tis”

You Need a Job Search SYSTEM

Ready

- ☐ Planning
- ☐ Goal-setting
- ☐ Committing to a schedule
- ☐ Getting organized

AIM

- Preparing ALL tools:
- ☐ **Résumé**, Cover Letter
 - ☐ Applications
 - ☐ LinkedIn
 - ☐ Interview prep
 - ☐ Networking for jobs

GET HIRED

- ☐ Customizing Applications
- ☐ Follow-up system
- ☐ Overcoming biases
- ☐ Phone & video interviews
- ☐ Negotiating offers