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**

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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**

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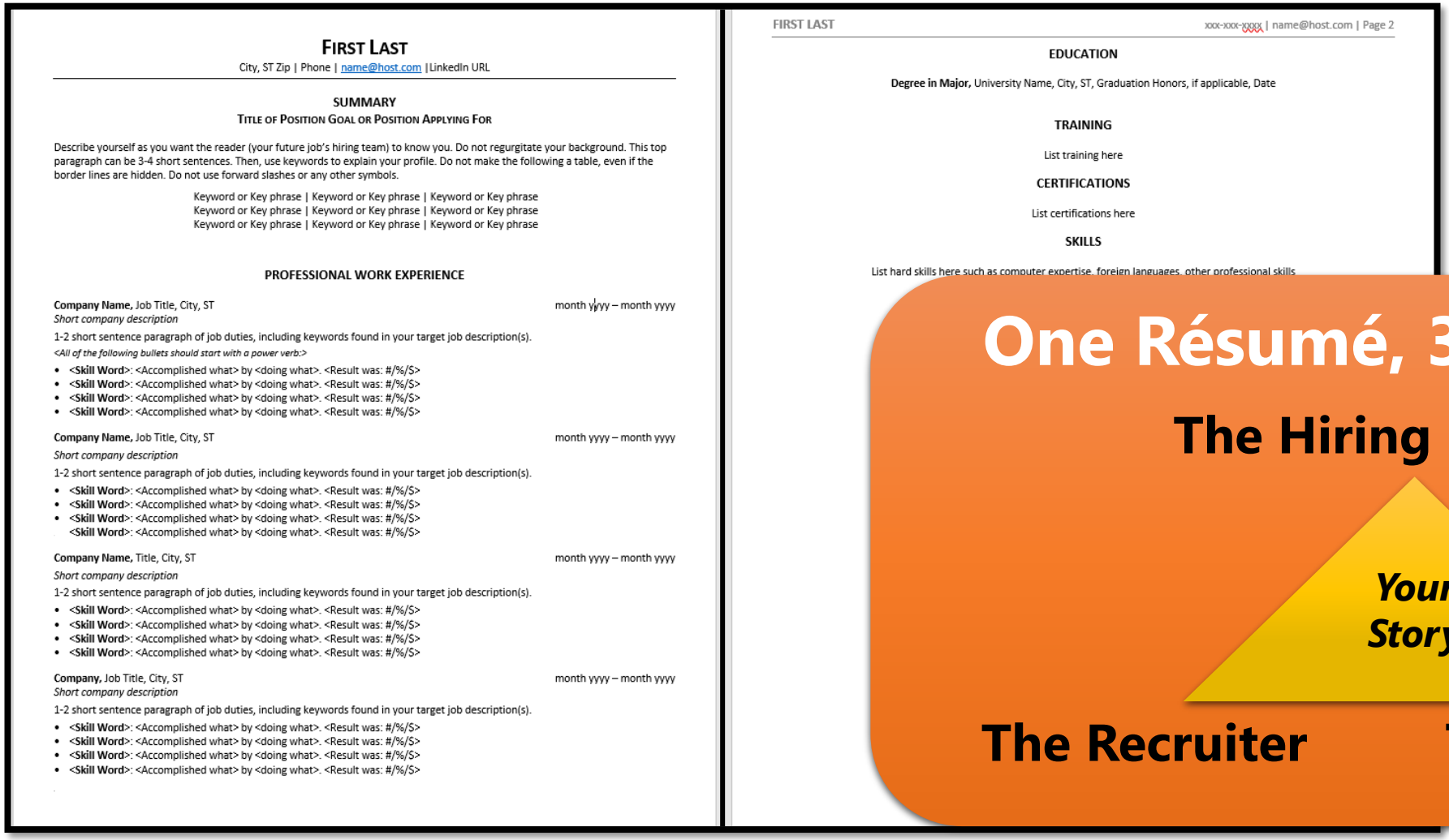
Résumés are Important, but not the ONLY Tool!



FIRST LAST

City, ST Zip | Phone | name@host.com | LinkedIn URL

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.

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PROFESSIONAL WORK EXPERIENCE

Company Name, Job Title, City, ST — month yyyy – month yyyy
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:>

- **<Skill Word>**: <Accomplished what> by <doing what>. <Result was: #/%/$>
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FIRST LAST — xxx-xxx-xxxx | name@host.com | Page 2

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

One Résumé, 3 Audiences:

The Hiring Manager

Your Story

The Recruiter **The Robot, LinkedIn**

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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

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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

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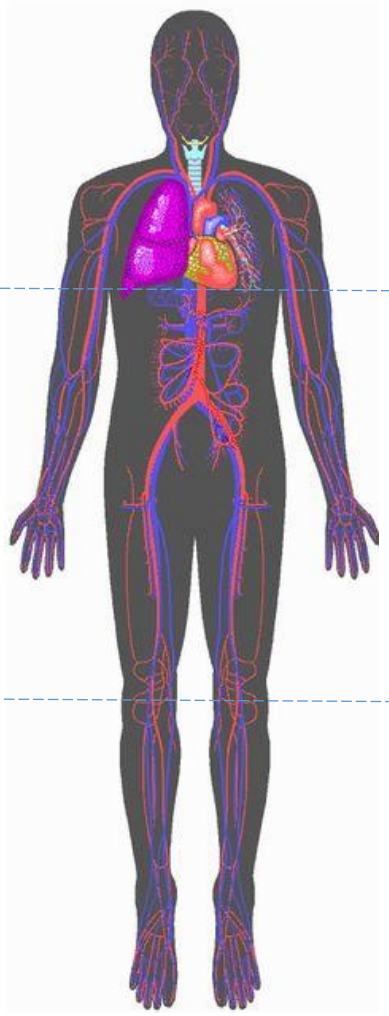
Anatomy of a Résumé



Résumé Top:

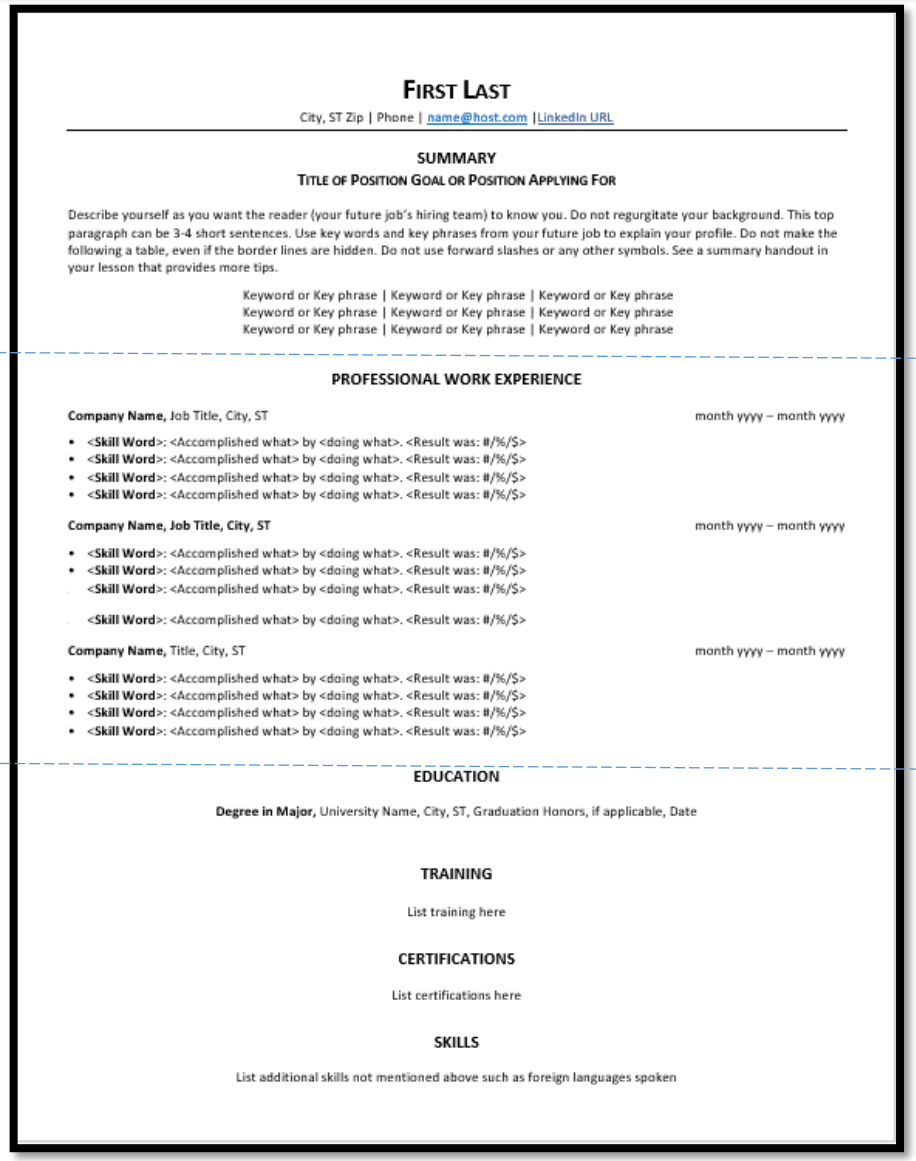
Big messages, branding, at-a-glance, future focused, "wow" factor

Résumé Middle:

Relevant skills, results, applicable experiences, professional experiences

Résumé Bottom:

Additional important and relevant basket of information



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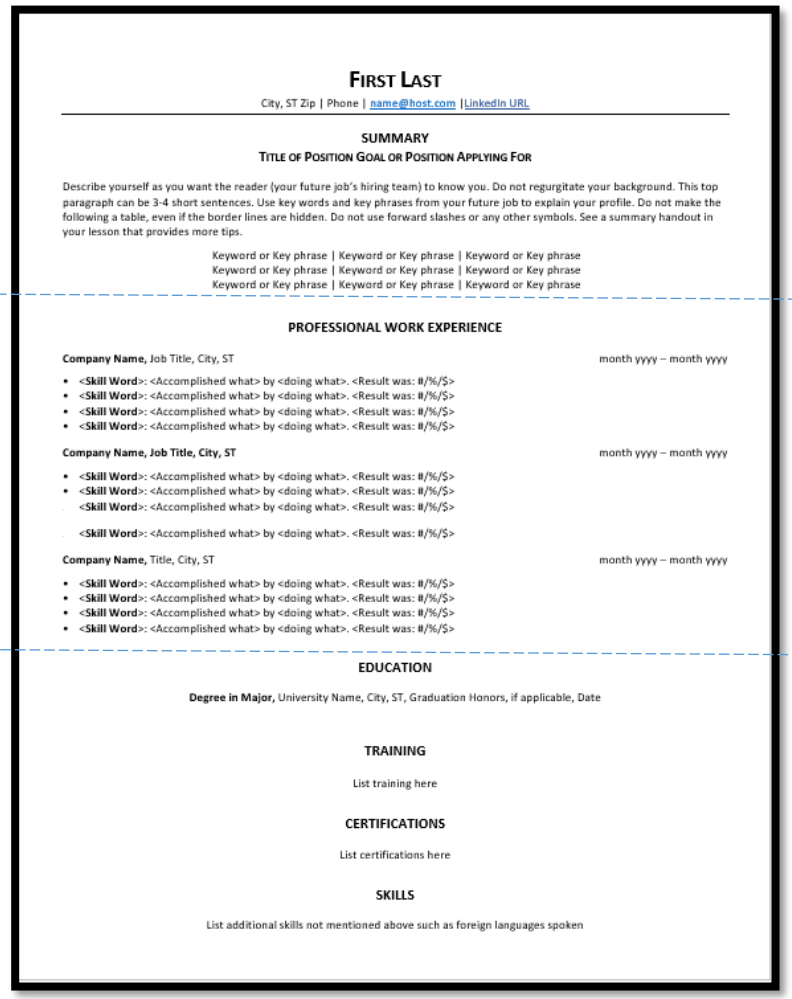
New, Impactful Résumé to a GREAT LinkedIn Profile



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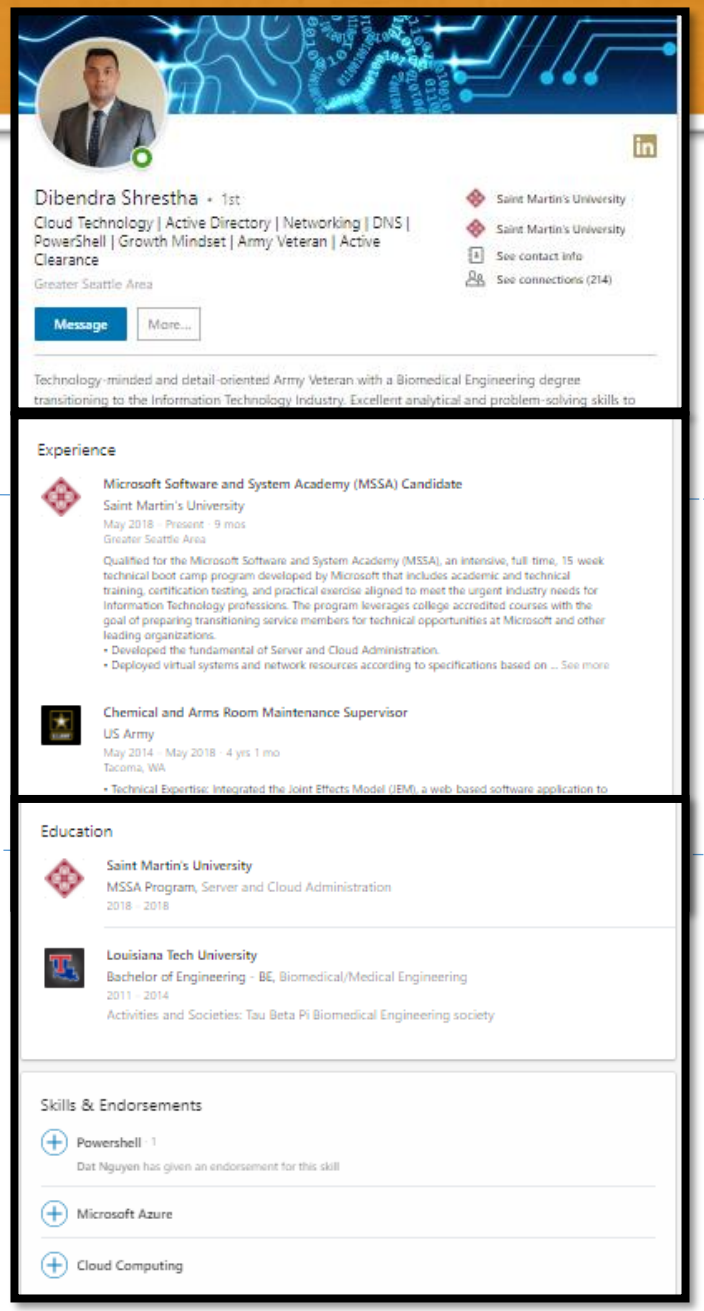

Dibendra Shrestha • 1st

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

Greater Seattle Area

Saint Martin's University
Saint Martin's University
See contact info
See connections (214)

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.
• 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

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

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

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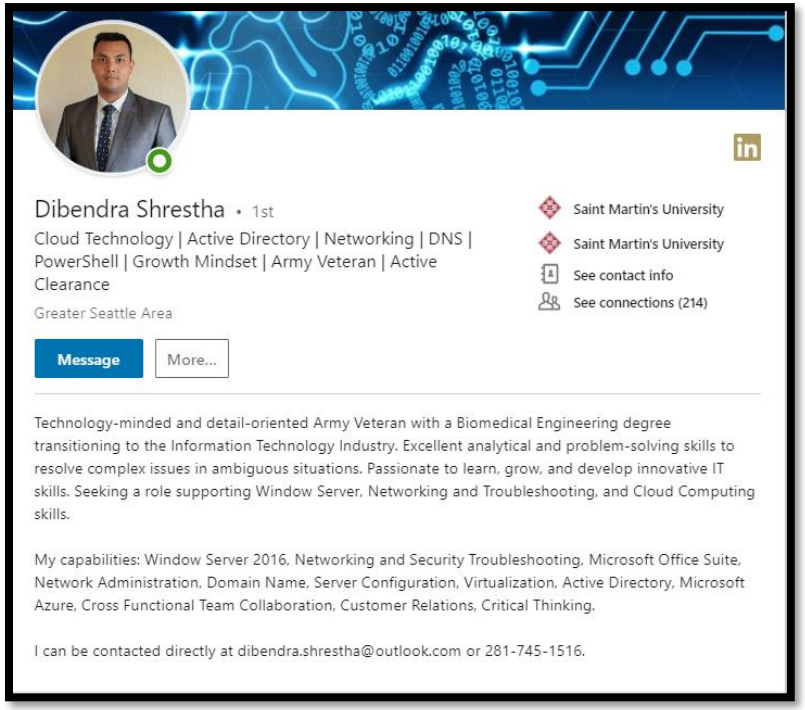

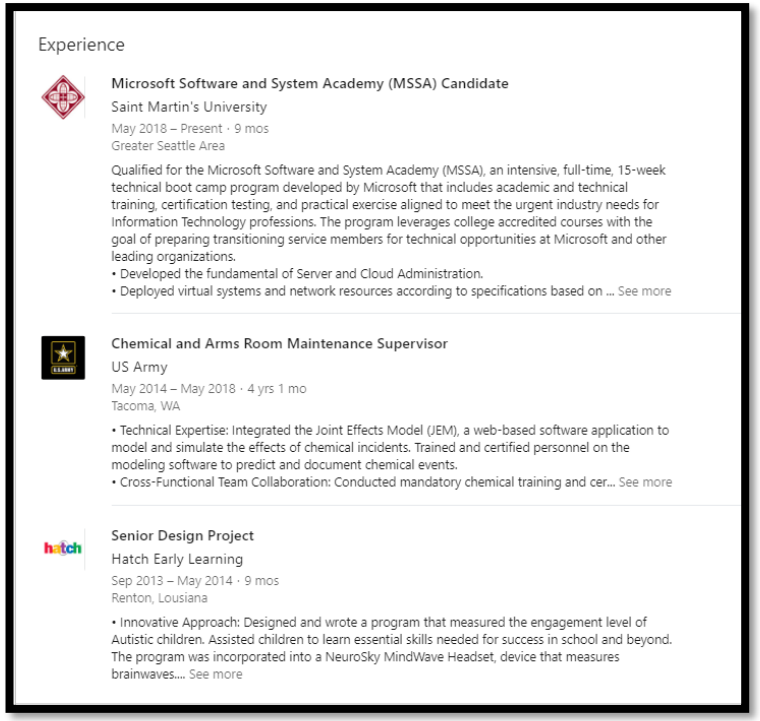

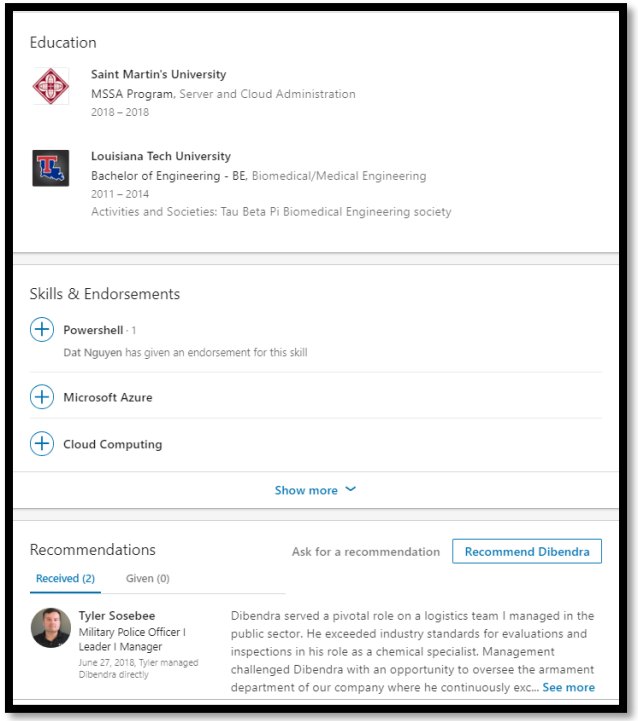

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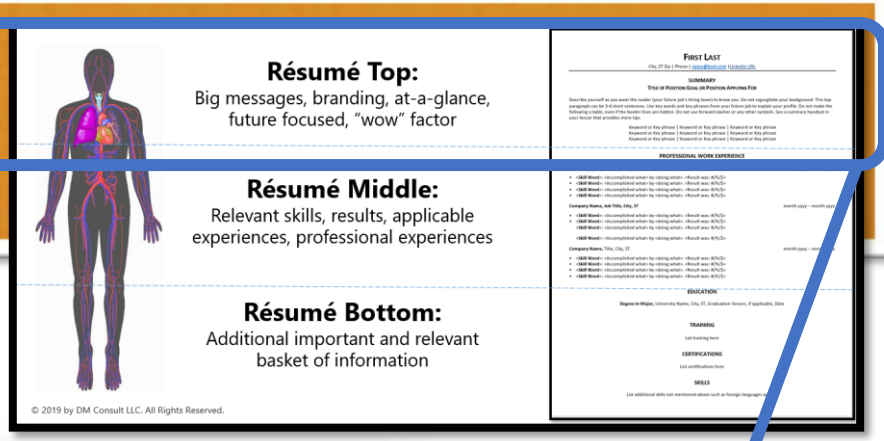
Let’s Start at the Top:



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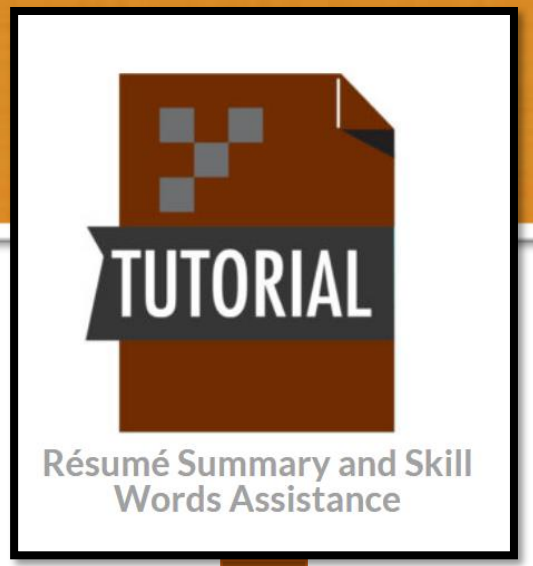
“Summary Section” Help



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.

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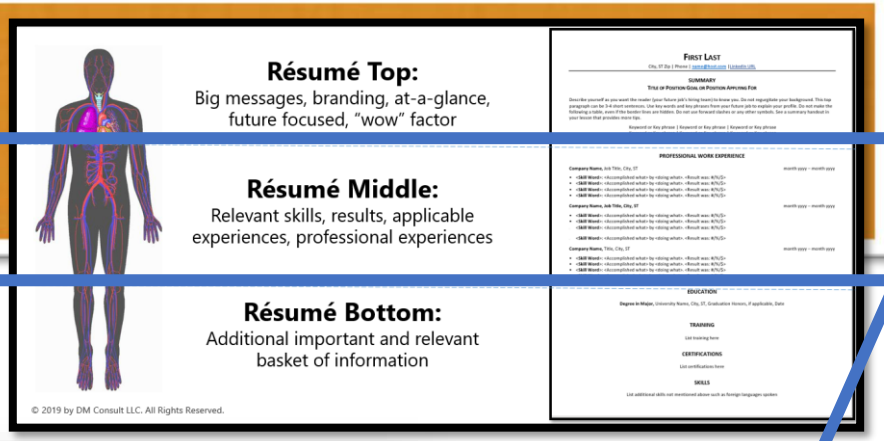
Now the Middle:



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AFTER your have your MASTER Résumé :

❶

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:

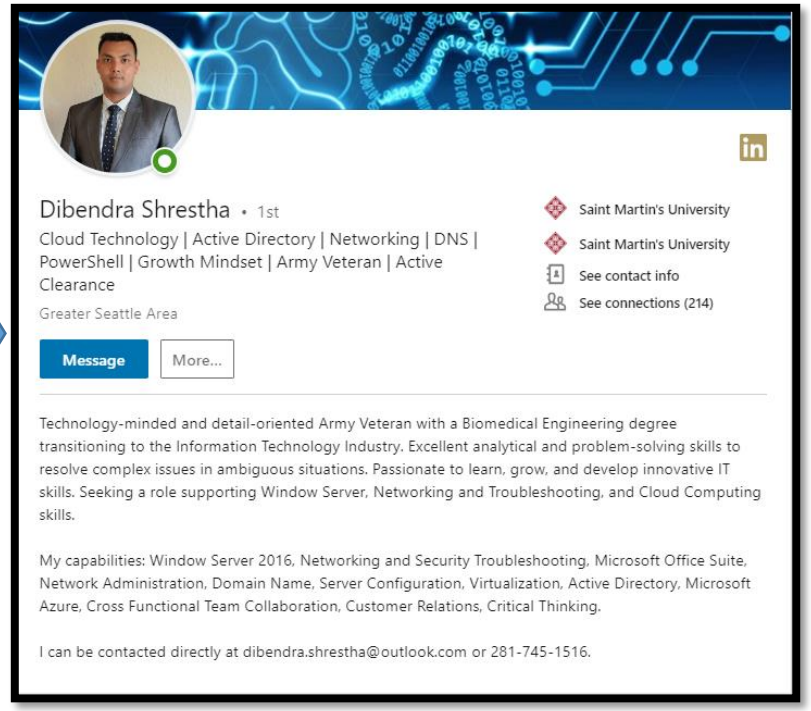
- Set up, configure and maintain company networks and system infrastructure; generate system improvements based on business needs.
- Develop and monitor security related policies and guidelines; monitor the implementation of a security infrastructure; install and implement security programs.
- Deploy 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.

❷



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Customize your SUMMARY Section for each application

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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.

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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

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