



# Build Your Tech Resume

Tips for successfully branding yourself

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Hostesses: Kara Sullivan & Jesal Gandhi | Cisco Networking Academy

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# Upcoming Webinars

- Cisco DevNet Series, Session 8: **Automating Spark with Cloud Integration**  
19 April, 9:00 A.M. Pacific Standard Time ,register @ <http://bit.ly/devnetseries>
- Techies Guide to Getting Hired, Session 5: **How to Impress During Your Interviews**  
7 May, 9:00 A.M. Pacific Standard Time ,register @ <http://bit.ly/techiesguide>
- Cisco DevNet Series, Session 9: **Using Python to Automate Spark**  
10 May, 9:00 A.M. Pacific Standard Time ,register @ <http://bit.ly/devnetseries>

# Welcome to the 4th session of the Techies Guide to Getting Hired webinar series

- Use the Q and A panel to ask questions.
- Use the Chat panel to communicate with attendees and panelists.
- A link to a recording of the session will be sent to all registered attendees.
- Please take the feedback survey at the end of the webinar.

# Techies Guide to Getting Hired Series

- Design Your Personal Brand – On-Demand
- Relevance of Professional Etiquette – On-Demand
- Manage Your Job Pursuit -- On-Demand
- Build Your Tech Resume – Today!
- How to Impress During Your Interviews – 7 May

Joining You  
Today:

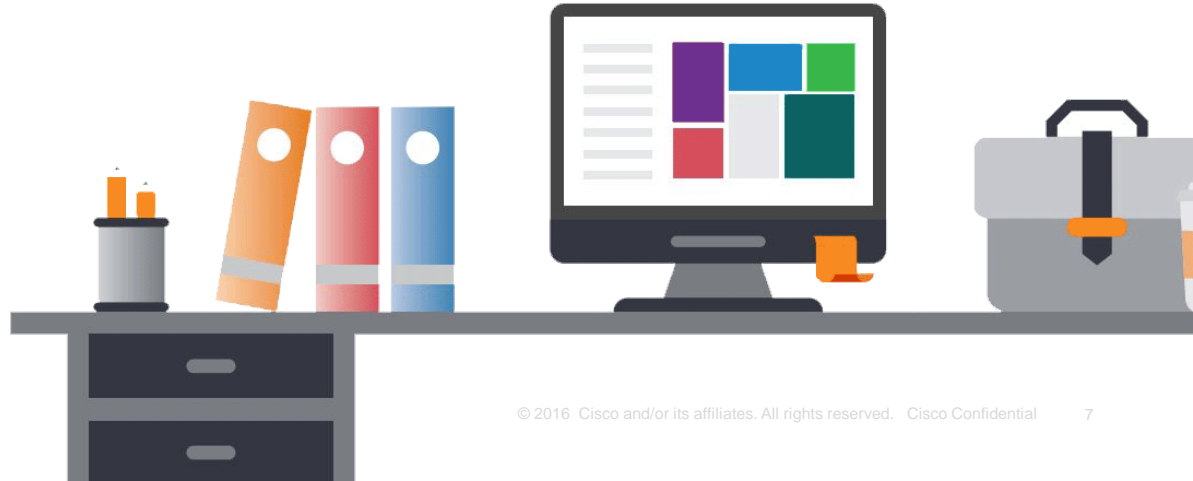


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# Agenda

- 1 Resume Tips and Tricks
- 2 Common Resume Mistakes
- 3 Where to Post Your Resume
- 4 What Cisco Recruiters have to Say
- 5 Sample Resume and Q&A

Branding YOU = a unique identity  
and coherent message that sets  
you apart from the competition







# What's Important for Your Technical Resume?

- Summary, Education, Work Experience
- Focus on Accomplishments & Quantify Results
- Use a Combination Format to Showcase Skills
- Be Careful with Your Job Titles
- Be Concise and to the Point



# What Can You Leave Off Your Technical Resume?

-  Cover Letter or No?
-  Objective Statement
-  “References available on Request”
-  Hobbies, Interests

# Don't Make These Resume Mistakes

## Making it too long

*Keep the length of your resume relevant to your level of experience—1 page for new grads, no more than 2 pages for 10 years or less of experience. Put more detail in the most recent jobs and in sections most relevant to the position.*

## Typos!

*Have another person review your resume to spot errors.*

## Having a “one-size-fits-all” resume

*Managers want you to write a resume specifically to show how and why you fit the position they have open. It will certainly stand out among others if it's customized.*

## Lacking details

*Have clearly defined examples, include dates, company info, responsibilities, and measurable goals and achievements.*

# Your Resume: What Cisco Recruiters Have to Say

- *“Include a career summary, give recruiters and hiring managers an immediate snapshot of your skills and experience”*
- *“Integrate keywords into your resume, this heightens the chances of showing up at the top of a search”*
- *“Highlight how your background directly fits the job you are applying to”*
- *“Sharp, clean formatting. Visually esthetic resumes catch your eye and make you want to take a closer look!”*

# How do Recruiters Find You?

- Internal Databases
  - *Keywords*
- External Sources
  - *LinkedIn*
    - *Use LinkedIn as a Digital Resume*
    - *Update your LinkedIn Profile Regularly*
  - *Job Boards: Indeed, Dice, Ladders*



# How to Rock (or not) Your Technical Resume

## *Sample Resumes*



# Checklist Recap



# Personal Branding Checklist

Be aware of how you portray yourself to employers through these:

- Email
- Phone
- Social Presence
- Resume
- Virtual Meetings
- In-person Meetings

Ways you present yourself professionally directly to employers:

- 30-second Elevator Pitch
- Grooming, Attire, and Hygiene
- Attitude and Mindset

# Professional Etiquette Checklist

- Competence/Knowledge
- Reliability
- Honest/Respectful
- Ability to take initiative
- Positive mindset
- Supportive team player
- Focused/Diligent

- Strong listening skills
- Confident
- Self-aware
- Strategic
- Ability to think holistically
- Passionate
- Uses body language properly



# Manage Your Job Pursuit Checklist

Define your career plan

Prepare your application documents in advance

Organize your job search

- Track your applications
- File your custom resumes

Surf job sites for more than open positions

Be mindful that potential job leads can be anywhere

Look and act professional – always

Do your homework

Customize your applications

Demonstrate you want the job

# Build Your Tech Resume Checklist

- Brand Yourself – uniquely
- Focal points on your resume:
  - Career Summary, Education, Work Experience
- Highlight Accomplishments and Quantify results
- Keep focus on hard facts
  - What skills do you bring to the table
- Job titles should be clearly understood
- Be concise and to-the-point
  - Keep your resume as short as possible

- Proofread your resume – avoid typos
- Customize your resume for each application
- Make sure examples are clearly defined
- Use keywords
- Highlight how your background directly fits the job you are applying to
- Formatting should be clean and sharp

You have only **10 seconds** to **IMPRESS** using your resume

Explore your options with  
Cisco and our Channel  
Partners



# Q&A



# Save the Date

NEXT SESSION:

## How to Impress During Your Interviews



7 May – 9:00 A.M. PT

Register at: <http://bit.ly/techiesguide>

