

Resume Best Practices

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What is the one purpose of a resume?

To get you in front of the hiring manager

What should you not do?

- Do Not Lie On Your Resume
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- If you unsure, see items 1 to 4

Do not lie about certifications you haven't earned yet

Do not lie about degrees you haven't earned yet

Do not lie about skills that you don't have

Don't make claims unless you can back them up with Data

Anything you list on your resume is fair game for a hiring manager to ask you about

What if you have no experience?

- Do Not Lie
- Do you have any transferrable skills?

What format is the best?

- There is no BEST format or style; style is subjective
- Should you tailor your resume?

Find a Template that you like

What are 5 resume critical issues?

- Spelling and Grammer issues
 - Typos are all too common
- Including references
- Having a resume that is disorganized
- Sentences and sections that are cut off
- Don't make it too long, and don't include irrelevant information

Resume Writing Tips (Headers)

- Do not put your actual address: Just city and state.
- List available date or time frame
- List your contact information
- List how relocatable you are

Resume Writing Tips (Career Summary)

- 2-3 sentences of what brought you to today, and what you are looking to accomplish.
- First impression for both the new grad and career changer

Resume Writing Tips (Body)

- Each bullet should be in the VAR format [PAST TENSE VERB] + [ACTION] + [RESULT] and be as quantitative as possible
- Each line needs to be a full line: either 3 or 4 lines, NOT 3.5 lines
- Again, put the most important bullet first!
- One-year jobs get at most three bullets. Five-year jobs can have up to six. Write short.
- Timeframe - go back about ten years.

Resume Writing Tips (Body)

- Avoid columns and tables.
 - Many ATS (applicant tracking systems) will either mangle, or drop, your resume if you use columns and or tables.
 - There are rare exceptions
- Don't include fluff skills or obvious skills

Resume Writing Tips (Audience)

- Applicant Tracking Systems
- The junior recruiter / reviewer
- The senior recruiter
- The hiring manager

Applicant Tracking Systems: A Gatekeeper. You probably hate these. Rightly so. These are the robots that look at your resume and see if you are a fit. Many ATSS have a hard time understanding columns so...avoid columns. See above. They also do not understand what a "Code Ninja" is so please use industry terms like "Senior Developer."

The junior recruiter / reviewer: A Gatekeeper. This is the HR guy that has been there a couple years and still has no idea about what it is you actually do. He thinks that Sec+ and OSCE are industry equivalents because OSCE is just another industry certification. To really get through to these people, you need to list not just the certification but also the things you learned in the certification. Example: during OSCP you will probably use nmap, Immunity Debugger, Ollydbg, Python, Ruby, and maybe reflective DLL injection so list those things as well.

The senior recruiter: This lady actually reads your resume and possibly hands it over to the hiring manager. This can be either a company internal recruiter or a recruiting firm, by the way. Hopefully the senior recruiter actually has a technical background or enough time in the industry to understand your daily trials and tribulations and should definitely know the difference between CEH and CISSP.

The Hiring manager. This lady decides if you get the job and will probably be your boss. Everyone else you talked with prior was just a stumbling block designed to prevent access to her. She can see through your BS. She will probably ask you about everything on your resume. Note: if you list a skill on your resume but have not looked at in a while, grab a beer and a skill cheat sheet and study a bit before she calls you.

Best Practices

- Want some resume templates?
 - <https://www.dropbox.com/sh/9nkp1igcuouhof/AABUQJEqK6Ug9zcyNTSndpCga?dl=0>
- <https://joinhandshake.com/blog/students/a-best-practice-approach-to-writing-perfect-entry-level-resumes/>
- <https://www.inc.com/peter-economy/an-executive-reviewed-more-than-480000-resumes-linked-in-profiles-he-found-these-18-stunning-mistakes-you-should-fix-right-now.html>
- The Muse Editor
- <https://www.jobscan.co/blog/resume-tables-columns-ats/>
- <https://novoresume.com/resume-templates>



Tom Purdy – tepurdy@att.net
Chris Uhlig – Chris.Uhlig@disys.com
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+++++++ CAREER SERVICE RESOURCES ++++++++

Chapter Discord -> [Jobs Board](#) ->
<https://discord.gg/hnkbZ5TNH9>
Chapter LinkedIn
<https://www.linkedin.com/company/issa-raleigh-chapter>
Chapter Facebook
<https://www.facebook.com/groups/raleighissa/>
Chapter Twitter
<https://twitter.com/RaleighISSA>