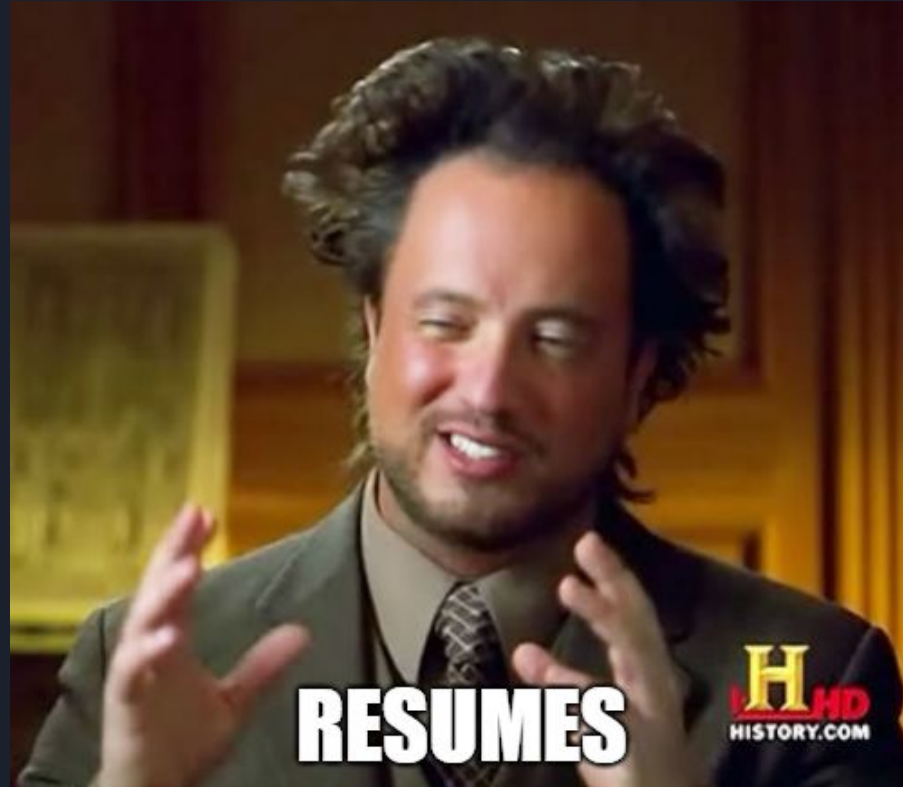




Resume Etiquette

How To Sell Yourself ~~effectively~~ effectively

Let's Talk about





What Not to Do

my LITTLE RESUME



JOSEPH [REDACTED]

This little pony went to [REDACTED] in [REDACTED]. He graduated with highest honors and even received a departmental award for academic excellence! While at [REDACTED] he cultivated an ongoing love for...

COMPUTER SCIENCE & MATHEMATICS!

For two years he worked as a tutor for the Computer Science department. He loves passing on his knowledge and setting everypony excited about computer science!



One summer he worked for the National Institute of Standards and Technology. He developed an online tool for analyzing thermal neutron triple-axis spectrometry data. He even had his very own nuclear reactor to play with!

The next year he had an Extreme Blue Internship with IBM. He worked with a team of interns at the Almaden Research Center to develop technology related to online shopping. But he's not allowed to talk about it too much! (He signed a non-disclosure.)



After graduation he galloped off to [REDACTED] to work as a radio DJ and freelance web developer. He produces stunning, high quality websites for all the nice ponies hanging out in the [REDACTED].

For a few months he dabbled in domestication, working for a startup in San Francisco called [REDACTED]. He spearheaded major projects, infrastructure upgrades and code cleaning frenzies while ensuring that thousands of hardworking ponies got quality, catered lunches of grains, oats, and grasses every day! The daily plough just wasn't for him though, so he threw off the bit and bridle and galloped back to [REDACTED]. He still does contract work for [REDACTED] on other companies on occasion, and in the fall he'll be heading off to a computer science Ph.D. program at the University of Washington!



PONY STATS

Education

School: [REDACTED] '12
Major: Computer Science
Minor: Mathematics
GPA: 3.74
Major GPA: 3.98

Favorites

Languages: C, Python
Editor: Vim
Subjects: Machine Learning,
Computer Vision, Compilers

Awards/Achievements

Award for
Academic Achievement

Place at ACM-HPC BOSPRE
2 years in a row, at NE North
American Regionals in 2010

Top 5% in Give Me Some Credit,
kassie.com's latest ML
competition to date

The adventure is far from over... What will this little pony do next, who knows??



100 3rd Avenue, Apartment 150
New York, New York 10000
(212) 299-2999
littlesgal999@aol.com
SSN: 111-22-3595
Marital Status: Single (I)
Religion: Presbyterian

♣♥♣♥♣♥♥ Lila Lewis ♣♥♣♥♣♥♥

Objective

To find a job as a paralegal!!!

Work Experience

New York University Office of Admissions (current employer)
111 Washington Square Park

New York, New York 10019
(212) 333-3366

Assistant to the Director of Admissions

I worked for the Director of Admissions. I was really effective at getting the Director's coffee, picked up her copy of the New York Times from the mailroom, wrote down her appointments in my Filofax, and answered her telephone ~~when~~ she's in meetings.

Bank of America Clerk

I worked for the manager of the bank and did his filings. My organizational skills are phenomenal.

P.S. 447

Teaching Assistant

I worked at this elementary school helping third graders with their handwriting and multiplication tables.

Lower East Side Dance Academy Instructor

I work with 6 and 7 year olds and teach them ballet.

Cold Stone Creamery Summer Employee

I scooped ice cream for customers during the summer of 2004.

Accomplishments

Graduated from high school and college, saved up a lot of money while living in a really expensive part of Manhattan, was on the dean's list in 2008 for my great GPA that semester, was told I was a really good dance instructor by my students.

Hobbies/Memberships

Speak Break 2009 coordinator (I booked the flights to Cabo), president of NYU's chapter of "We Love Our Goldendoodles," I was an extra in Scream 4. Knitting, playing Call of Duty, enjoy spinning at SoulCycle (or Flywheel when they're having a promotion) eating pad thai, following the Jonas Brothers (JoBros) when they're on tour, ice dancing in my spare time, member of NYU's chapter of the Young Libertarians.

Education

New York University
Major: English, Communication
GPA: 2.73
New York, New York

Walter Martin High School
777 Long Hill Road South
Silver Spring, MD 20906
Dates attended: From 2002-2006

Clawfield Middle School
9664 Compelicut Avenue
Silver Spring, MD 20906
Dates attended: From 1999-2002

Greenman Elementary School
665 N. Adams Street
Silver Spring, MD 20906
Dates attended: From 1995-1999

References Are Available Upon Request (But here are some now):

Fiona Appleman
677 Centre Street
New York, New York 10023
(212) 772-2224
(former tap dancing instructor)

James Grubwald
45 Lexington Avenue
New York, New York 10018
(347) 888-9220
(boss at Cold Stone Creamery)

Personal Qualities

Energetic, enthusiastic, reliable, funny, courageous, witty, smart, flexible,

Cell
Home

So here's the deal: I cannot compete with college degrees and fancy credentials, on paper at least. I've decided to highlight the best of what I do have to offer:
Intelligent, Hard Working, Personable, with a Great Ethic.

Telecommunications Sales and Installation - 2009 to 2012

- Lead Generation
- Offered Multiple Products from Multiple Companies
- Designed and Printed my own Sales Material
- Hired and Managed Employees
- The only Sales Rep Authorized by Avenue Broadband to Install his own Sales
- Quickly Mastered Handling Customers at Home, in the Office, and on the Phone

Graphic Designer - 2004 to 2009

- Designed Layouts and Graphics for Multiple Kinds of Printed Materials
- Responsible for Formatting Bi-Monthly Magazine with more than 10,000 Readers
- Proof Reading and Formatting for Soft-Cover Books
- Various and Sundry Ministry Duties
- Designed and Printed Weekly Church Program
- Got Self Right, and Gained International Corporate Experience

Marijuana Dealer and Nefarious Dude - 1999 to 2004

Nashville & Middle Tennessee

- Intuitive Understanding of Supply and Demand Economics
- Good With Money
- Ran my own Delivery Service
- Had a Consistent Clientele with High Customer Satisfaction
- Gained Intimate Access to Several very Exclusive County Jails.
- Learned a Valuable Life Lesson.

Excellent Personal and Professional References Available upon Request... Seriously!

ANDRES [REDACTED]'S

Most awesome

RESUME



AWWWWW YEAHHHHHHH!!



What to Do

Keep Your Resume Up To Date!





Clear Layout and Design

- Important info at top
- Fill white space

UB Example Resume -->

Hire Miah

hiremiah@buffalo.edu (716)555-5555

EDUCATION

University at Buffalo, The State University of New York

*Bachelor of Science in Business Administration; Concentration: Human Resources
Management GPA 3.62/4.00; Dean's List: 4 Semesters*

May 20XX

RELEVANT EXPERIENCE

Fetch Logistics, Buffalo, NY

Human Resources Intern, January 20XX-Present

- Conduct phone interviews and participate in in-person interviews with potential candidates
- Manage the applicant tracking system through screening resumes, sending emails to schedule interviews, and sending rejection letters as needed
- Learn effective recruitment techniques by sourcing candidates, researching new ideas, maintaining social media, and calling references
- Research HR news and laws in order to stay up to date with the current trends and changes in the field
- Support the HR department in all aspects of hiring, on boarding, compliance, compensation and benefits

Career Services, University at Buffalo, Buffalo, NY

Career Peer Advisor, August 20XX-Present

- Revise resumes and cover letters during one-on-one appointments to help students apply for jobs and internships
- Provide advice to students concerning interview preparation by observing mock interviews conducted by career counselors in the office
- Perform office work, such as answering emails and using Excel, Word and PowerPoint for different projects
- Present workshops to help students with the decision-making process during and after graduation in readying them for the professional world
- Review over 600 student resumes and sent out corresponding emails recommending students to schedule an appointment with a counselor to revise their resumes
- Successfully coordinated the Student Employee of the Year event with the nomination committee

CUSTOMER SERVICE AND BUSINESS EXPERIENCE

Wegmans Food Markets, Liverpool, NY

Cashier, July 20XX-Present

- Emphasized employee appreciation concerning years of service and birthdays with the Human Resources Director by distributing cards and nametags to employees
- Ensure a safe, clean and friendly environment for customers and employees by providing the best possible customer service, keeping different areas of the store clean and organized, and managing the cash register

The Sherwin-Williams Company, Liverpool, NY

Business College Intern, Summer 2014

- Collaborated with 2 other interns to research new ways to prospect to contractors who buy from both big box stores and Sherwin-Williams
- Interviewed various contractors in order to discover areas in which the business could use improvement
- Learned different business, management and regular functions of the store through observation and hands-on experience on the sales floor and in the office

LEADERSHIP EXPERIENCE

Campus Ambassadors, University at Buffalo

Event Coordinator, January 20XX-Present

COMPUTER SKILLS

Microsoft Office Suite (Word, PowerPoint, Excel, Outlook, Publisher, Access)



Cater to the Job

- Highlight relevant achievements
- Alter experience to fit each application
- Sell yourself!

Education

University at Buffalo, The State University of New York, Buffalo, NY

Master of Business Administration, Expected May 2018

Bachelor of Science, Mechanical Engineering, Expected May 2018

GPA: 3.7/4.0

GPA: 3.2/4.0

Work Experience

Mechanical Engineer and IT Manager, Aquasol Corporation, North Tonawanda, NY June 2016 – Present

- Independent creation of data backup and IT disaster recovery plan, which resulted in the complete recovery of all company data after a cyber-attack
- Initiated a major overhaul of all company IT systems both hardware and digital, including the transition to partially managed services, and the creation of network segmentation within company infrastructure
- Explore solutions to manufacturing equipment inefficiencies, including design, fabrication, and implementation of custom machinery and processes

Cyber Risk Advisory Intern, Deloitte & Touche LLC, New York, NY June 2017 – August 2017

- Worked on a network security review project for a large financial institution in an effort to better secure network devices through updated compliance checking and up to date asset management
- Collaborated within a large team in various locations and the client to discover and acquire all relevant information needed for project completion

Gencyber Camp, University at Buffalo and NSA, Amherst, NY March 2016 – July 2016

- Designed a one-week camp as part of a team to teach 30 middle and high school aged children various cyber security concepts and skills
- Developed and presented lessons on various concepts, both conceptual and hands on
- Prepared campers for a cyber-attack simulation as a culminate event at the end of the week

Leadership Roles and Projects

University at Buffalo Network Defense, University at Buffalo Fall 2015 – Present

- Lead development of student taught independent study designed to teach cyber security concepts and applications in a hands course.
- Course includes three sections of increasing complexity and a cumulative competition at the end of the semester
- Member of UB Net Def 2016 and 2017 Northeast Collegiate Cyber Defense Competition (NECCDE) team

Lockdown Cyber Defense Competition, University at Buffalo

March 2016– Present

- Planned a competition between 10 teams from various schools in New York state designed to test cyber defense skills.
- Acted as red team leader, collaborated with students from RIT as the offensive side of the competition to blue team members.
- Helped to build competition infrastructure as a black team member.

Awards and Competitions

Collegiate Cyber Defense Competition (CCDC)

- 2018, 1st place at regionals, National competitor – Team captain
- 2017, 3rd place at regionals – Team co-captain

Collegiate Penetration Testing Competition (CPTC)

- 2017, 3rd place nationally, recognized as most professional team – Team captain,
- 2016, 2nd place nationally, recognized as most professional team

Deloitte Cyber Threat Competition

- Attended Round 2 to compete nationally

Cater to the Job

- Highlight relevant achievements
- Alter experience to fit each application
- Sell yourself!

Jered Geist

716-361-7849 • Jeredgei@buffalo.edu
Jeredgeist.com • linkedin.com/in/jeredgeist

Education

University at Buffalo, The State University of New York, Buffalo, NY
Master of Business Administration, Expected May 2018
Bachelor of Science in Mechanical Engineering, Expected May 2018

GPA: 3.7/4.0
GPA: 3.2/4.0

Work Experience

Mechanical Engineer and IT Manager, Aquasol Corporation, North Tonawanda, NY June 2016 – Present

- Independent creation of data backup and IT disaster recovery plan, which resulted in the complete recovery of all company data after a cyber-attack
- Initiated a major overhaul of all company IT systems both hardware and digital, including the transition to partially managed services, and the creation of network segmentation within company infrastructure
- Explore solutions to manufacturing equipment inefficiencies, including design, fabrication, and implementation of custom machinery and processes using additive manufacturing technology

Cyber Risk Advisory Intern, Deloitte & Touche LLC, New York, NY June 2017 – August 2017

- Worked on a network security review project for a large financial institution in an effort to better secure network devices through updated compliance checking and up to date asset management
- Collaborated within a large team in various locations and the client to discover and acquire all relevant information needed for project completion

IT Support Specialist, University at Buffalo Campus Living, Amherst, NY August 2014 – June 2016

- Oversaw server administration and program deployment for over 150 staff members and computers
- Managed group policy and active directory as a Windows network administrator in order to keep network operations running smoothly and user accounts organized
- Designed and implement new digital signage technology across two campuses as well as train staff in usage, using a wiki page and presentation that I created

Intern, Astronics LSI, MIS Department, East Aurora, NY July 2013 – August 2013; May 2014 – August 2014

- Led project to conceive and build new A/V projection cart for corporate meetings and functions
- Collaborated with team of 6 to implement company-wide technical changes during merger
- Management of a large-scale computer network throughout the country

Leadership Roles and Projects

University at Buffalo Network Defense, University at Buffalo Fall 2015 – Present

- Lead development of student taught independent study designed to teach cyber security concepts and applications in a hands course.
- Course includes three sections of increasing complexity and a cumulative competition at the end of the semester
- Member of UB Net Def 2016 and 2017 Northeast Collegiate Cyber Defense Competition (NECCDE) team

Secretary, American Society of Mechanical Engineers (ASME) Chapter May 2014 – May 2016

- Plan club events and keep members up to date with club activities
- Keep notes on all E-Board and club activities and report to SA Engineering Council
- Co-lead 3D Printing Project team to design and build filament recycling hardware
- Worked in a project team to design and build a battle-bot for competition, where we placed 4th out of sixteen teams.

Additional Relevant Experience

Automatic Car Starter, Personal Project June 2015

- Designed and built a GSM SIM relay to remotely start car from text message or phone call. Later automated system to be more convenient.



Use Positive, Past Tense Active Verbs

Achieved

Added

Awarded

Changed

Contributed

Decreased

Delivered

Deployed

Eliminated

Exceeded

Expanded

Gained

Generated

Grew

Improved

Increased

Introduced

Improved

Implemented

Maximized

Minimized

Optimized

Produced

Reduced

Saved

Sold



Achievements, Not Responsibilities

Responsibility:

“Handled an account base of clients”

Achievement:

“Handled an account base of 45 clients and increased it to 115 clients within 6 months, and generating average \$125,000 revenue per month.”

Quantify, Quantify, Quantify!



Use STAR bullet points to highlight key achievements

IT Support Specialist, University at Buffalo Campus Living,
Amherst, NY August 2014 – June 2016

- Oversaw server administration and program deployment for over 150 staff members and computers
- Managed group policy and active directory as a Windows network administrator in order to keep network operations running smoothly and user accounts organized
- Designed and implement new digital signage technology across two campuses as well as train staff in usage, using a wiki page and presentation that I created

Student Assistant, University at Buffalo Campus Living,
Amherst, NY August 2014 – June 2016


- General I.T. service to campus staff
- Hardware and software updates
- Server administration and program deployment
- Active Directory OU management

Situation. Task. Action. Result. STAR!

Proofread

- Lead vs Led
- Manager ~~manger~~
- ~~Definately~~ Definitely
- ~~Impliment~~ Implement'
- 'Affect' vs. 'effect'
 - Verb: Affect
 - Noun: Effect

The image shows a resume snippet with several red annotations pointing to errors. The resume text is as follows:

 Software Engineer June 2011 - present

- Created client-side JavaScript data models that synched with server-side data
- Worked on algorithms to detect frauds for online banking systems.
- Developed a data visualization dashboard
- Manage a support ticket queue and delegated work to team members
- structured the vendor payout model, and it's scheduling algorithms

The annotations are:

- incorrect pluralization**: points to "frauds" (should be "fraud")
- extra space**: points to the space between "models" and "that"
- typo**: points to "Developed" (misspelled as "Developped")
- inconsistent punctuation**: points to the period at the end of "Worked on algorithms to detect frauds for online banking systems."
- should be past tense**: points to "Manage" (should be "Managed")
- should be capitalized**: points to "structured" (should be "Structured")
- unnecessary comma**: points to the comma after "model" in "structured the vendor payout model, and it's scheduling algorithms"
- its vs. it's**: points to "it's" (should be "its")



Net Def Specific

- Lots of times we will receive resumes for internships etc from you guys that doesn't have Net Def on the resume. **PUT EVERYTHING THAT YOU HAVE DONE IN NETDEF!**

ACTIVITIES

National Collegiate Cyber Defense Competition (NCCDC) – Top 10 in the nation (2018)

North East Collegiate Cyber Defense Competition (NECCDC) – First (2018) and Third (2017)

Network Administrator, Palo Alto Administrator, Cisco Administrator, Juniper Administrator

- Secured corporate network infrastructure from malicious attacks via: Telnet, SSH, Console, GUI
- Monitored network traffic for malicious activity and performed incident response
- Enabled port security and access-lists to block malicious traffic from entering the corporate network
- Backed up, audited, validated infrastructure configurations & implemented device recovery methods
- Implementation of a Palo Alto Networks Firewall appliance into the existing infrastructure

Collegiate Penetration Testing Competition (CPTC)- Third (2017), Most Professional Team

Penetration Tester, Consultant

- Utilized penetration testing methodology to reconnaissance and gain entry into a corporate network
- Discovered and analyzed security risks and vulnerabilities for potential business impacts
- Presented security assessment of the corporate network to the board of directors of the company

UB Network Defense Lockdown, 2015- Present

Head of Infrastructure (Black Team Leader), Head of Operations (White Team Leader)

- Initial design, setup and configuration of all competition infrastructure
- Build the competition network that the participants will use (130 assets overall)
 - Including but not limited to: pfSense, Windows Server, Windows Clients, Linux Servers
 - Monitor the network & resolve arising issues throughout the competition
 - Coordinate with other team members to develop the competition theme, injects and event procedures

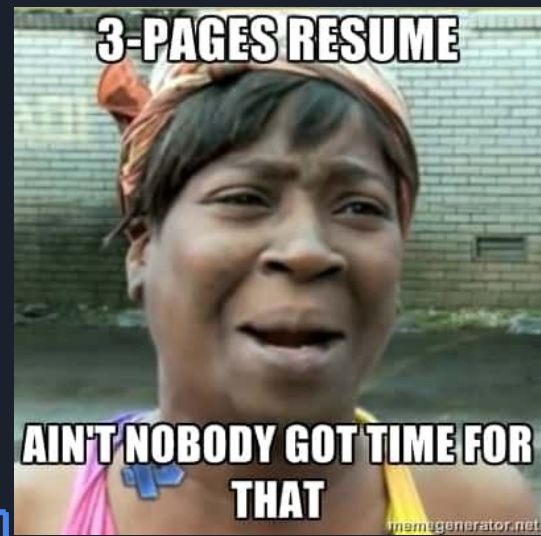


What Not to Do



>1 Page

- Don't
- Please just don't
- Do you have over 10 years experience?
 - No: One page
- Can you fill a second page?
 - No: One PAGE!!!
 - Yes: _____
 -



SALLIE N. GINEER

sengineer@buffalo.edu, 716-123-4567, linkedin.com/in/salliengineer

EDUCATION

Bachelor of Science, Mechanical Engineering and Aerospace Engineering (Double Major) May

20XX University at Buffalo, The State University of New York

Honors: Dean's List

GPA: 3.2/4.0

ENGINEERING WORK EXPERIENCE

Engineering Intern, FS-Elliott, Export, PA, May 20XX-August 20XX

Project: Motor Vibration Isolation System

- Used QFD tools to identify critical design requirements and range of solutions for a group project.
- Developed Tuned Vibration Neutralizer effective for motors of various sizes and operating frequencies.
- Performed simulations using Matlab, Simulink and Excel to optimize the design parameters.
- Built a scaled prototype with a team of 3 and successfully reduced vibrations by more than 99%.
- Managed group meetings as team leader and monitored the quality of the work delivered by each member.

ENGINEERING PROJECTS

Modification of a Box Fan Design Using Creo Parametric, Fall 20XX

- Proposed modification of Box Fan by adding foldable legs with caster wheels for enhanced maneuverability and a bracket for holding the legs.
- Performed Finite Element Analysis (FEA) to understand the stress-strain behavior of the bracket.
- Created bill of materials (BOM) and performed cost analysis for every part.
- Designed 10 parts of the Box Fan using Creo Parametric to sketch a final assembly drawing.

UB NanoSat Power Subsystem Team, Fall 20XX-Spring 20XX

- Researched and tested the power board system that provided controlled power to the other subsystems of the student designed cube-satellite, GLADOS, based on the energy input from the other solar panels.
- Verified that power board worked as required using a controlled power supply source to ensure reliable voltage.
- Ran tests on the panels and board to ensure proper functioning inside a vacuum facility with natural sun radiation within a Clean Room.

TECHNICAL SKILLS

Computer Skills: Windows OS, Linux OS, Microsoft Excel

Programming Languages: MatLab/Simulink, Knowledge of C++

Drafting Programs: AutoCAD, Creo/Creo Parametric, ProEngineer

ADDITIONAL WORK HISTORY

Shift Manager, McDonalds, Amherst, NY, August 20XX-January 20XX

- Trained 1 new employee every month on how to interact with customers and take orders in a professional and courteous manner.
- Resolved customer concerns by listening, identifying root issue and implementing best resolution possible.

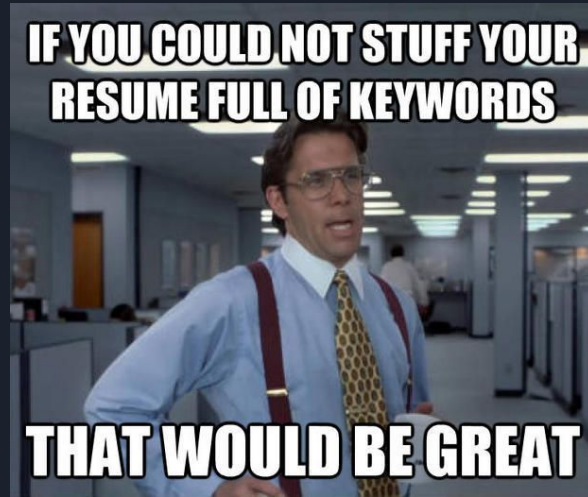
LEADERSHIP EXPERIENCE AND ACTIVITIES

President, Society of Women Engineers (SWE)

Member, Theta Tau, Professional Engineering Fraternity

WHY?!?!?!?

Piling in Keywords



Areas of expertise / equipment include:

aseptic tanks, Oakes mixer, versators, autoclave cleaning & sanitation, CIP / SIP sterilization, powder blending, blend tanks, bagging machine, separators, liquid compounding, Urschell cutters, Fitz mill/press and Hollman presses, distillation and extractions, 5000- and 6000-lb. blenders, colloid mills, centrifuge machines, 1000-gallon percolators, chemical reactors, open and vacuum kettles, 300-gallon liquid verterseductors.

Computers: Plc computers, HMI computer system, electronic batching, MAPS for AS400

Putting Skills That You Sort of Have

- Example: L33t Hax0r because you NMAP'ed one machine
- Example: Proficient in Pen Testing When all you know how to do is open the metasploit console
- Measure your skills accordingly!!!

When you lied on your resumè and they put you right to work with no training





Excessive White Space

Jered Geist



Excessive White Space

YOUR NAME

123 Your Address City, State, Zip Code (xxx)-xxx-xxxx your@email.com

PROFESSIONAL EXPERIENCE

Company Name, City, State

Position Title, May 2013 – Jan 2014

- Write a complete sentence here starting with a verb
- Write a complete sentence here starting with a verb
- Write a complete sentence here starting with a verb

Company Name, City, State

Position Title, Sep 2011 – Feb 2012

- Write a complete sentence here starting with a verb
- Write a complete sentence here starting with a verb
- Write a complete sentence here starting with a verb

Company Name, City, State

Position Title, Sep 2008 – Mar 2011

- Write a complete sentence here starting with a verb
- Write a complete sentence here starting with a verb
- Write a complete sentence here starting with a verb

Company Name, City, State

Position Title, Sep 2005 – Mar 2011

- Write a complete sentence here starting with a verb
- Write a complete sentence here starting with a verb
- Write a complete sentence here starting with a verb

EDUCATION

College Name, City, State

- GPA:

ADDITIONAL SKILLS

- Additional skill 1
- Additional skill 2
- Additional skill 3

References

- Not needed





Practice!



Roast Me!

Jered Geist

**125 Street Name
Amherst, New York 14226**

**Home Telephone: (716) 123-4567
Cell Phone: (716) 123-4567**

Education:

2009- present Amherst Central High School
4301 Main Street
Amherst, NY 14226
Currently pursuing an advanced regents diploma, focusing in math and science. Honor roll every quarter in Grades 9, 10, 11.
Currently taking Honors pre-calculus and Advanced placement Physics.

Computer skills:

Proficient in Microsoft Word, Excell, Access
Experience in building and fixing computers
Limited HTML coding experience
Proficient in Soldering

Work Experience:

Chris Story
Manager of Uncle Sam's Army Navy Outfitters
290 Larkin st.
Buffalo, NY 14221
(716) 852-2769

Awards:

Science Olympiad Team
2nd place in Towers
6th place in Robot arm

Extra Curricular:

Science Olympiad: Grades 9, 10, 11
Future Business Leaders of America Club: Grade 11
Star scout in Boy Scouts of America
Environmental Awareness Club: Grade 11
Cultural Unity Club: Grade 9

References furnished on request

WHY

Jered Geist

WHY

125 Street Name
Amherst, New York 14226

Email??

Home Telephone: (716) 123-4567
Cell Phone: (716) 123-4567

Home phone why?

Education:
2009- present

Amherst Central High School
4301 Main Street
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???

Did you do anything
here??

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Science Olympiad Team
2nd place in Towers
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Future Business Leaders of America Club: Grade 11
Star scout in Boy Scouts of America
Environmental Awareness Club: Grade 11
Cultural Unity Club: Grade 9

References furnished on request

LOL

WHY



First Last

104 Sundridge Dr. #12
Buffalo, NY 14228
123-456-789
defend.thee@gmail.com

PROFILE

Organized, manages time well, goal orientated, reliable and detail orientated.

EXPERIENCE

Automotive Detailer, Davidson Auto Group; Watertown, NY — 2013–2015

Reconditioned used cars in a timely manner for evaluation from a manager, after car is approved for the lot I pictured the car with specific angles and moved onto the next car. While reconditioning used cars often was approached to prep a new car for delivery.

Busser, Olive Garden; Watertown, NY — 2012—2013

Quickly bussed tables in order for the restaurant to have good turnaround while keeping the customers happy and satisfied by picking up finished plates and removing unwanted filth before a new customer was seated. While keeping up with turning tables I was also responsible for stocking the side stations in order to give the servers an adequate amount of supplies to keep the customers happy at all times.

Deliver Driver, Papa Johns; Hope mills, NC — 2010—2012

Delivered Pizza in a timely fashion greeting the customer to insure they were satisfied to order from Papa John's Pizza. While not driving I was often helping make pizzas, catch the oven, and taking orders over the phone to insure the customer always stayed happy at all times.

EDUCATION

University At Buffalo, Buffalo, NY — Computer Science (B.S)-Continuing

SUNY Jefferson, Watertown, NY — Criminal Justice (A.S)

Grays Creek High, Hope Mills, NC — College prep

SKILLS

Working quickly and efficiently keeping areas clean at all times while often tending to customers. Always having more than one task to do and keeping up with the workload that was given.

WHITE SPACE

First Last
104 Sundridge Dr. #12
Buffalo, NY 14228
123-456-789
defend.thee@gmail.com

Contact info
tiny

Use professional
email

Two different
fonts... and
colors... and
size

When??
Why is this so far
down?

PROFILE

Organized, manages time well, goal orientated, reliable and detail orientated.

EXPERIENCE

Automotive Detailer, Davidson Auto Group; Watertown, NY — 2013–2015

Reconditioned used cars in a timely manner for evaluation from a manager, after car is approved for the lot I pictured the car with specific angles and moved onto the next car. While reconditioning used cars often was approached to prep a new car for delivery.

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Working quickly and efficiently keeping areas clean at all times while often tending to customers. Always having more than one task to do and keeping up with the workload that was given.

WHITE SPACE

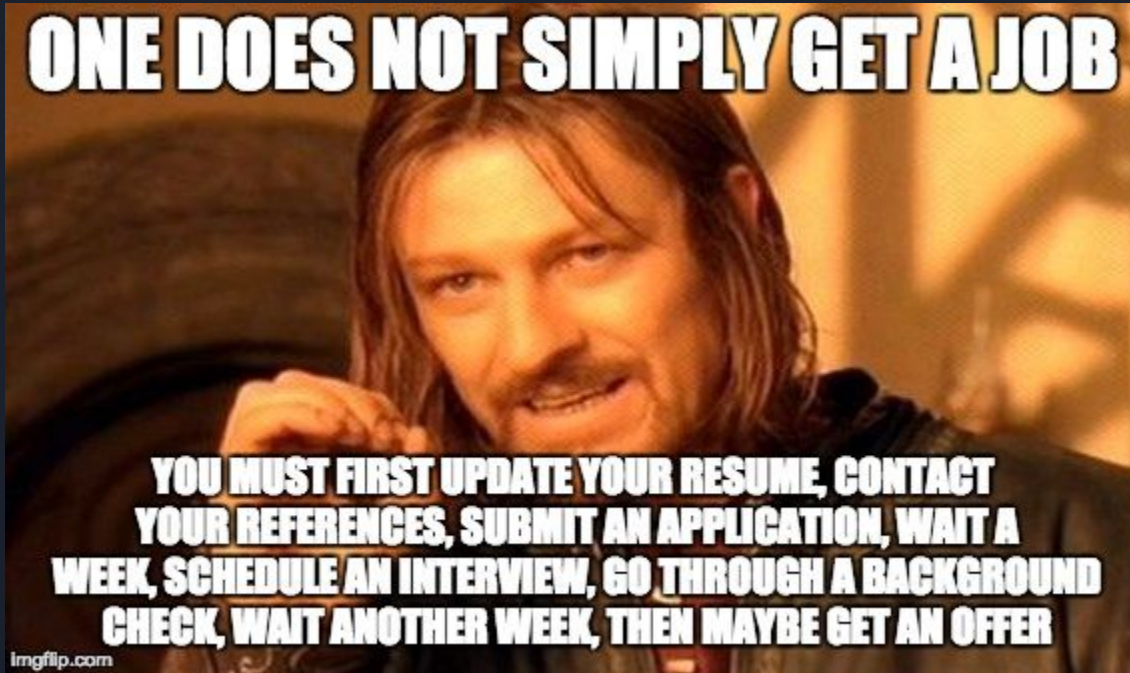
Profile?

Don't use
blocks of text

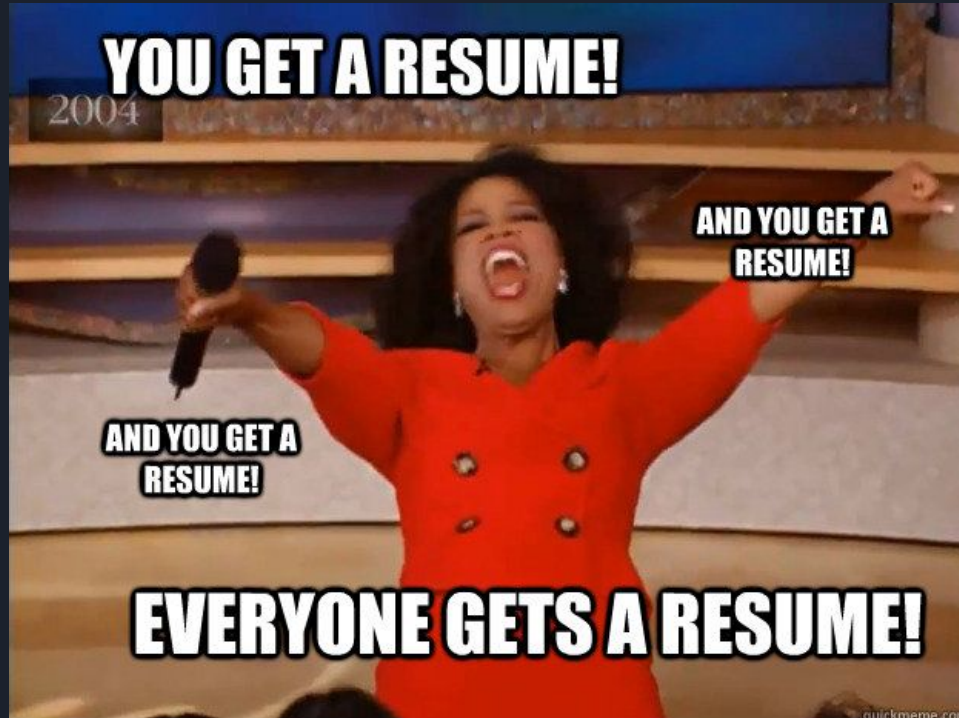
Why is pizza
capitalized?

Not really
skills

Applying For Jobs & Competition Networking



Competitions Have Tons of Networking Opportunities



Security Is a Small Industry

- Almost everyone knows each other or knows of said person
- Talk to everyone, get to know people
- Network, Network, Network!
- Not this kind ----->



Hands On Activity!

Next 30 Minutes

- Open up your resume
- Switch with someone else
- Critique using Word edit tracking

