

Eric D. Messick's

Writing Resumes

FOR

DUMMIES

2017 Web Dev Edition

Eric Daniel Messick

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Qualifications

- Possesses strong **analytic skills**, special sensitivity to diverse needs in varied situations
- Dedicated individual **reputation** for going beyond what is required
- Proven record of **reliability** and **responsibility**; endeavours to meet deadlines
- Demonstrates aptitude and **passion** for developing new skills and solving problems
- **Resourceful** in completing projects; ability to multitask well
- Of course, HTML, CSS, JavaScript, JQuery, WordPress, PHP, PhotoShop

Professional Experience

Ideas Come Alive Austin, TX Front End Web Developer	June 2016 - Present
Digital Dialog Group Austin, TX Front End Web Developer	October 2015 - May 2016
Best Buy Austin, TX Mobile Sales Consultant	July 2014 - Present
Sunrise Security and Investigations Austin, TX Private Investigator	February - September 2014
Risk Reduction Group Richmond, VA Director of Operations	March 2011 - August 2013
Morse Investigations Richmond, VA Director of Operations	December 2008 - March 2011

Education and Licences

General Assembly Austin, TX Certificate, Front End Web Development	June 2015 - August 2015
Savannah College of Art and Design Savannah, GA BA, 3D Computer Animation	September 1998 - May 2002
Department of Public Safety Austin, TX Private Investigator Uncommissioned Officer	February 2013 - March 2015 February 2013 - March 2015
Department of Criminal Justice Richmond, VA Private Investigator Private Security Electronic Security Technician	January 2010 - March 2014 February 2012 - March 2014 February 2012 - March 2014

Icons Used in This Guide



Name, number, and email. Simple, right? You would be surprised. When I was a boss, I can't tell you how many good applicants didn't get called because they forgot to write their phone number **ON** the application. Don't be that guy.



Online Presence. Share it! Re-phrase: Share your business email address, portfolio website or LinkedIn profile. Not your Facebook page. Your employment chances will not be improved by the history of your "liking" a cousin's violent rants about the 2013 closings of Twinkie Factories.

An email that includes 420, 69, or 666 is not a "business" email address. If any of those are relevant to a business which you are involved, you have other issues, for which I have no guides.* If you disagree, may I refer you to my other reference, "Coping in the Real World for Dummies". These emails are "redflags", warnings to employers, who're kind of interested in avoiding future lawsuits and liabilities.

Keep It Relevant. Keep it Simple. Keep it to the company, position, and dates worked. Leave out all the Halloweens you worked the haunted house as a "Part-time Ghost" for extra Christmas money. It looks confusing. You don't need to list every job you ever worked. Stick to your main path.

Leave job details for your resume or portfolio website. And sometimes, the position is enough. Case supervisor means I supervised cases. Employers know what that means, mostly. If they want details, share them at the interview. Awards or achievements? Website or at the interview. Biggest failure? They'll ask during interview. Leave the story about the time you lost a physical altercation to a horse, on a case, while on covert surveillance, for the one-on-one with your future boss. Anecdotes don't go on a resume, ...or in writing.



Decision Time. Remember that part-time job I said not to list. Well, you have to if it's the only job you had at the time. Gaps look like you're lazy, or, worse, too good to work. The resume is supposed to be one page. A **WHOLE** page. If you don't have the work to fill a page, list the volunteer work and activities. If you don't have those either, you better be in high school.

A Resume Reference for the Rest of Us!

My alliteration game is so tight!



A resume guide that is a resume that uses part of the real resume as the example resume? Dude, this is so Meta...

Warning: The applicant does not wear glasses.