

**GRACE HOPPER**  
San Antonio, TX 78244  
555-555-5555 | [professional@email.com](mailto:professional@email.com)  
**Security Clearance: Top Secret (Active)**

### **Key Skills / Certifications**

Vulnerability Assessments (7 years)	Intrusion Detection (7 years)	Ethical Hacking (4 years)
Penetration Testing (3 years)	JavaScript (7 years)	Python (7 years)
C/C++ (7 years)	Bash (5 years)	CompTia Sec+ (2011)
CISSP (2013)	CEH (2016)	LPT (2017)

### **Professional Experience**

#### **Sr Analyst, Info Security: Really Big Company (Jan 2017 – Present)**

Brief Job description goes here. Take a few sentences to describe the nature of the work you do, number of people, systems, projects that you support. This part of the resume would likely be the same regardless of how well you did the job. It simply describes the job.

- Bullet points below the description are used to highlight what you accomplished with the responsibilities you had.
- Accomplishments should mention information about what you did, the tools you use and most importantly the impact it had. Try to keep bullet points to two lines or less if possible.
- Choose bullet points that line up with the requirements of the position you're applying for.
- NOTE TO VETERANS: Some of your accomplishments in the service will not align with the needs of private sector organizations, thus do not belong on your resume.

#### **Information Assurance Specialist : Mid-Size Company (Dec 2013 – Jan 2017)**

If your position had multiple responsibilities don't feel like you need to list them all in the description section. Distill the responsibilities down to the ones that align with the needs of the jobs you're applying for. NOTE TO VETERANS: Avoid military acronyms.

- As above, bullet points should be focused on the accomplishments in this position relative to the requirements of the position you're seeking.
- Continue to list the tools/programs you used. This can show the number of years' experience.
- It's also permissible to highlight volunteer opportunities (related to the job) on your resume.

#### **Information Security Specialist, Small Company (Oct 2010 – Aug 2013)**

Brief Job description goes here. The purpose of your resume is to get an interview, so everything on your resume should be as relevant to the job you're applying for as possible. Your resume is NOT your biography.

- Resumes can vary in length depending on the circumstance. In general all job seekers should produce a solid resume of one to two pages when focused on applying for a single job.
- Longer resumes can be used for general purposes such as uploading to job boards such as ClearedJobs.Net or CyberSecJobs.com.
- In the end, resumes should highlight your similarities to the requirements of the position you're applying for, and not your differences.

### **Education**

Bachelor of Science –Management/Information Systems - State University  
Master of Science- Information Security – Local College (Expected Spring 2018)

# Why use CyberSecJobs.com?



**CYBERSECJOBS**  
www.cybersecjobs.com

*CyberSecJobs.com is a veteran-owned career site and job fair company for cyber security professionals and students. A security clearance is not required.*

## Creating a job seeker profile is simple and quick.

- Post your resume so recruiters can find you
- Research many different employers and opportunities in cyber security, all on one site
- Set up Job Agents to get emails with newly posted jobs that meet your search criteria
- Search thousands of positions and apply online
- Store versions of your resume and cover letter for easy access
- Manage and track your job applications and position searches

## Why participate in a Cyber Job Fair®

- Meet face-to-face with leading cyber security employers
- Have your resume reviewed by a recruiting professional
- Attend Career Seminars to support your job search
- Network with other job seekers to share information

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# ClearedJobs Net

[www.ClearedJobs.Net](http://www.ClearedJobs.Net)

ClearedJobs.Net is a veteran-owned career site and job fair company for professionals with active or current security clearances.

## Why use ClearedJobs.Net?

### Creating a profile is simple and fast.

- ✓ Post your resume so cleared recruiters can find you
- ✓ Search thousands of cleared CONUS and OCONUS positions and apply online
- ✓ Research many different employers and opportunities in the cleared community, all on one site
- ✓ Set up Job Agents to get emails with newly posted jobs that meet your search criteria
- ✓ Store versions of your resume and cover letter for easy access
- ✓ Manage and track your job applications and position searches

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- ✓ Attend career seminars to support your job search
- ✓ Network with other job seekers to share ground intel

CONTACT

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