



How to Get a Linux Job Tailor Your Resume

Tailor Your Resume

- Your Resume
 - We are finally here. You have gotten your training, targetted a position and have written your cover letter. All we have left is to actually submit the resume for consideration. Is it too long? Too Short? Properly formatted? Attention getting? Let's talk about a few things to remember first:
 - 1. Reasonable Length
 - Depending on your experience, your resume should never exceed three pages in length. Don't stretch your experience or objectives if you have a short work history but if you have a longer one, you may need to cut it down a bit.
 - 2. Summaries
 - Keep any job summary on your resume technical. Don't *dumb it down* since key words are important to talk about. This should not be a laundry list of everything you did, but a high level technical summary of your job(s).
 - 3. Accomplishments
 - Accomplishments show the results of your work and should support the summary for the position. Although job functions are important, be sure to highlight things you accomplished.
 - 4. Dates
 - One of the easiest things to verify, they are important, be sure they are accurate.
 - 5. Quality
 - This is not email, text or chat. Use proper grammar and check spelling!

“This is your personal “Sales Sheet” and your best chance to get an interview – make it count!



Your Name Here

Address Line 1 email@email.com | (000) 000-0000
City, State, Zip Code secondemail@email.com | (000) 000 - 0000

Objective: To obtain a position as a Linux Administrator.

Education: Bachelor of Computer Science in 2004
Denver, Colorado

Qualifications

- 5 Years experience as a System Administrator in a large network environment
- Strong administration and troubleshooting skills on various Linux distributions
- Confident with Apache, MySQL, Tomcat, DNS, Samba, NFS and SELinux
- Proficient in deployment of virtual servers, installation and configuration of OS
- Solid understanding of TCP and networking concepts
- Well organized with strong problem solving skills, good communication and an ability to work on team or independently

Technical Skills: Linux Distributions (Ubuntu, Red Hat, CentOS), Tomcat, Apache, MySQL, DNS, NFS, TCP/IP, Firewalls, Network Routing, C++, Shell Scripts

Header:

At the top of the resume, we are going to present ourselves in a bit of an overview. This should state a brief objective, where you were educated (and can be omitted if no college degree) along with a BRIEF list of overall qualifications (that you customize for the position applied for) and a list of technical skills. It should be no more than half the first page.

This section is “you” in a nutshell.

Professional Experience

COMPANY NAME, LOCATION*Job Title One**Job Title Two***Month/Year to Month/Year***Month/Year to Month/Year**Month/Year to Month/Year*

Originally hired as a JOB TITLE ONE and was responsible for new user support and maintenance as well as basic Linux OS patching. After demonstrating my organizational skills and motivation, I was promoted/transferred to JOB TITLE TWO where I was asked to deploy and configure virtual machine in a VMWARE ESXi environment. As a direct result of my implementation of Jenkins and Puppet to standardize and automate image deployments, we were able to cut new server deployment time from 2 days to 2 hours.

- Responded to new Linux account requests using company Help Desk ticketing system. Helped to reduce ticket response time from 4 hours to 35 minutes.
- Developed automated scripts to audit user and system accounts for log activity and disk space usage. Generated reports that were sent out on a weekly basis.
- Led in-house team tasked with reducing virtual server deployment time. Implemented Jenkins and Puppet tools in order to exceed the reduction expectations.

Experience:

This is a single job sample for the *meat* of your resume. Here, we need to state when and where you worked as well as what title(s) you held. A one paragraph summary can contain major accomplishments and key technologies that you used while a bullet list below can go into more detail. Use specific technology examples with *action* words (led, responded, accomplished, etc).

This section is “you” in action.

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- Customize and Personalize
 - Although you will be tempted, stay away from the *all or nothing* approach to using a template or customizing your resume.
 - You do want to personalize a resume to some extent, meaning that it should be tailored to highlight experience for a specific position (i.e. If you have a lot of management experience it may not be a good idea to highlight that for an individual contributor engineering role).
 - Keep your overall resume in template form. Get all the big points out but be capable of rearranging bullet points and action words in order to highlight those areas of experience and responsibility that support the job you are applying for.

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Tailor Your Resume:

Tailor your resume for the position you are going for but don't drive yourself crazy rewriting it completely for every possible job. If you do a good job of laying it out, you can make some easy edits to highlight relevant experience and have the best chance of landing that interview.