

Things learned during my job search in October through December 2022

DISCLAIMER

No guarantees. Company names, dates, position titles, technologies likely fictitious.
Don't quit your job until you have another one.

Before writing a resume or updating Linked In and Dice profiles, know what job you are looking for.

If you're not sure, look on Linked In, Dice, and other job boards, and don't forget to use Google, it is as good a job finder as anything else.

When a recruiter contacts you, ask if he or she has any suggestions for your resume. The recruiter will know the preferred format and skillset ordering, etc. for the company he or she is representing.

Until 2022, I had never heard of a recruiter offering to re-structure a resume for me. The first solid contact I had in the 2022 job search asked if he could re-structure my resume and I told him "yes, please do so." He said "No one knows what a resume should look like in any given job market. But I know, because I'm a recruiter." It's even worth asking the recruiter in the initial email or phone call what changes would be helpful to ensure the best first impression for the company with the open position. This can only help your job search efforts.

The heading could look like this, should be centered:

First name, Last name
City, State
Email address
Phone number (if desired, but keeps recruiters from hunting for it.)
<https://www.linkedin.com/in/firstname.lastname>
(Or however your LinkedIn ID appears.)

Put trade schools, colleges, etc. below the heading of your resume:

Education:

Associates' Degree, A-1 Technical Academy, Pittsburgh, PA. (2023)

B.A. Physics, Such-and-such University, New York, NY. (2026)

1. In every one of the reverse-chronological job histories, briefly mention how your primary skillset and others, were used.
2. Below the current job or most recent job, explain in 90 - 100 words what skills you learned in the position and how you used them to provide value to the company vs. "keeping the coffee pot on." This is a good place to provide a few details for your next potential employer.
3. Below this 90 - 100 word recent history, add five to ten bullet points highlighting your most important contributions to your current company.
4. Use this as the descriptive line above each separate entry in your reverse chronological job history:

Company, start date – end date – job title

Tomorrow's SuperKewl Technologies, 2023 – 2025 – Linux System Engineer (Orange Ball Cap Linux,) Operations Engineer 2.2

Used Orange Ball Cap Linux to streamline processes and increase profits by 25%.

Tuned all OBC Linux servers for maximum performance. Skillsets used: Docker, Java, Bash, Python, Scala, Kotlin, Nmap, Traceroute, Ping, Wireshark, Tcpdump, Sendmail, DNS.

Finances For Everyone and Everything, 2025 – 2028 – Linux DevOps Engineer (Magenta Magic Linux,) Web systems designer

Magenta Magic Linux and DevOps utilized for startup Financial company. Skillsets used: Docker, Private Cloud, Perl, Bash, Python, Kotlin, Java, Traceroute, Ping, Wireshark, Tcpdump, Sendmail, DNS.

5. When your resume is complete, save a backup copy, go to your home page on LinkedIn and update these areas:
6. Your “Headline”, which appears under your profile picture. Click the pencil icon to the right of your picture. Edit the headline and put the most compelling skill sets there, start the line with 10 years of Linux, or 5 years of PostgreSQL, or 2 years of Docker, or whatever your BEST skillset is, then follow that with other important skills.
7. In the same area, click Add profile section and create or update your profile. This should closely match your resume.
8. To the left of the Add profile section, click “Open to,” and click “Finding a new job” or “Providing services.” This will add a green border to your profile picture and helps get the attention of a recruiter quickly.
9. After updating your profile and “Open to” areas, click “Take a skill quiz” in your area of expertise. These are fairly easy to pass and when you do, a trophy icon will appear next to your name in job listings, another way to attract a recruiter’s attention.
10. Check LinkedIn and your cellphone frequently.
11. Check the **Jobs** link and the **Notifications** Link on your LinkedIn homepage frequently.



(Above graphic courtesy of LinkedIn website.)

12. Next, update your Dice profile, this will provide more leads in addition to LinkedIn.

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