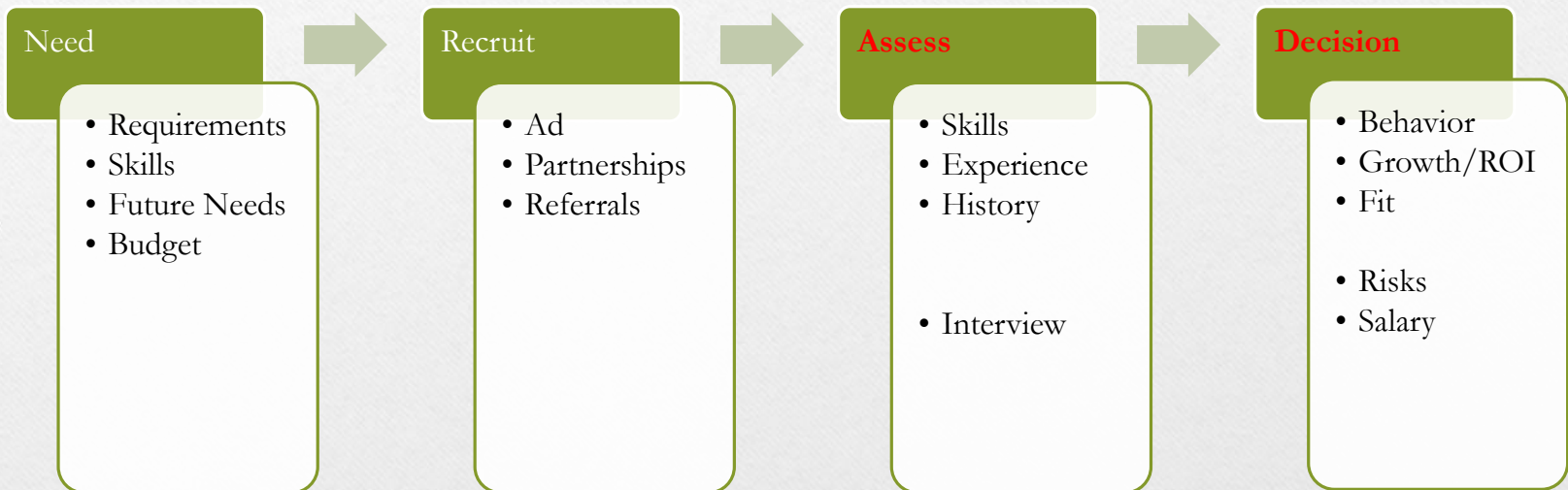


Resumes That Get You in the Door (Entry/Intern)

Al Wong

February 6, 2015

Employment Process



Assessment Process

- A specification sheet (glossy)
- What is it?
- What is it used for?
- What is the expected life cycle?
- Can it integrate into my infrastructure?
- Can it be upgraded?

Resumes

- Header
- Objective
- Education (Courses)
- Experience
- Awards
- Certifications and Skills
- Affiliations
- References

resume should highlight your specific objective

Header

- Identifies who you are and provides your contact information

Al Wong

1234 Maple Ave NW

Washington, DC 20001

alwong@yourcompany.org

(703) 555-5555

Top Secret – Inactive 2014

(If you have a security clearance, list it under your phone number)

Objective

- Succinct statement of what you want

To obtain a job as a security engineer securing enterprise edge devices.

Network security incident response technician

To use my 25 years experience as a security architect to develop a safe and secure electronic commerce infrastructure

Do not echo job posting

Education

- Highlight degree, field of study, university (optional), year obtained, and relevant courses

BS Information Security, 2015

Information security courses studied:

- Security Encryption Methods – Brief description highlighting concepts, models, framework, methods, theories, etc.
- Biometric Forensics Theory – Highlight projects, presentations, research papers, etc.

Experience

- List paid and non-paid experiences supporting your objective or character – Organization, time frame, position or title, responsibility, and accomplishments

Robert Morris University, 2013-2015

Senior helpdesk technician - Responsible for overseeing the information security of classroom and laboratory computer systems. Activities include installing and maintain end point security applications on over 50 Microsoft Windows Servers and 1000 Microsoft Windows and 3 Apple IOS based workstations. The classroom and laboratory systems were successfully secured without a single incident in the past years.

Experience - Continued

MITRE 2013 – 2014

Summer Intern 2014 - I facilitated numerous Technical Exchange Meetings in the field of Information Security. I was also responsible for conducting a discussion panel which registered an increase in participation by 45%.

Summer Intern 2013 – As the lead of 10 interns, we designed a data warehouse using Inmon's top down approach to data warehouse design. This design improved the systems capability by handling 20% more transactions per second than expected.

Awards

- Showcase your accomplishments. Accomplishments that highlight YOU as the right person for the job.

Deans List, 2011-2015

ROTC Leadership Award, 2014

INCOSE Best Paper Award, 2015

Do not list awards over 2 years old for information security field

Certification

- List of industry-recognized certifications that strengthens ability to meet your objective

Program Management Institute – Program Management Professional

Microsoft – Microsoft Certified Solutions Expert

Cisco – Certified Information Systems Security Professional

Skills

- Categorized listing of capabilities that aligns with your objective

Experience – applications, frameworks, theories, etc. that you have actually applied, used, or implemented

Working Knowledge – secondary exposure to applications, frameworks, theories, etc. while applying other applications, frameworks, theories, etc.

Familiarity – knowledge of applications, frameworks, theories, etc. through training, courses, webinars/seminars or other means

Interview

- Evolved from validating credentials and determining qualifications based on words on a resume to exploring your credentials and assessing your behavior professionally and as an individual

Affiliations

- Listing of professional, industry, or educational organizations that support your ability to meet your objectives

Top Secret Colonials – Mission, goals, and objective of the organization

IEEE Societies/Committee - Mission, goals, and objective of the organization

Sigma Nu Fraternity -To develop ethical leaders, foster personal growth and perpetuate lifelong friendships

References

- Previous employer, coworker, professor, or industry subject matter expert vouching for your experiences, skills or character.
- Provide name, address, email, and day phone
- Letters from industry SME, professors, employers

List it and they will call...

Behavioral Interview

Technique used to assess a candidate's past actions to predict future performance

- Tough work environments
- Non-cooperative coworker
- Difficult work problems
- Greatest accomplishment
- Handling failures
- Working through unrealistic deadlines

Interviewing - What we See and Hear

- Constantly touching phone
- Unprepared
- Improper/unprofessional greeting
- Over confident – arrogance
- Sense of entitlement
- Not answering the question
- Rambling
- Lack of attention
- Over elaborating

Are you worth the RISK?

What do these companies have in common?

- Network Management, Inc.
- Centel Information Systems, Inc.
- Crucial Security, Inc.
- Network Consortium, Inc.
- Comsec Services, Inc.
- Systec Assurance, Inc.
- eXtreme Research, Inc.
- E-Systems, Inc
- Electronic Security Assurance, LLC

What do these companies have in common?

- Their clients' infrastructure/system were comprised while on their watch
- Reputation as a security consulting firm plummeted
- Company dissolved within 6-12 months of the incident

Kiss of Death

- Derogatory comments on social media
- Tasteless email addresses
- Incorrect contact information
- Textual fluff
- Misrepresentation
- Lying in interviews or on resumes
- Insufficient information
- Arrogance
- Un-substantiated salary demand

Kiss of Death – con't

- References available upon request
- Unclear objectives
- Poor grammar
- Losing attention during interview
- Annoying phone ringing, vibration, texts, etc.
- Chewing gum
- 5-minute resumes
- Improper language (including texting acronyms OMG)