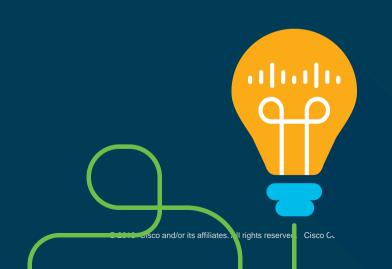
CISCO Academy

## Techies Guide to Getting Hired Webinar Series

Session 4: Tech Resume

Cisco Talent Bridge



## Your Resume's Purpose





# Important Tips for your Tech Resume

- 3 Key parts: Summary, Education, Work Experience
- Focus on accomplishments and quantify results
- Use a combination format to showcase skills
- Be purposeful with your job titles
- Be concise and to the point



What can you leave off your tech resume?

### Mistakes to Avoid with Your Resume

- Making it too long
- Typos
- Having a "one-size-fitsall" resume
- Lacking details in your examples



What Cisco Recruiters have to say about resumes:

- Include a career summary, give recruiters and hiring managers an immediate snapshot of your skills and experience
- Integrate keywords into your resume, this heightens the chances of showing up at the top of a search
- Highlight how your background directly fits the job you are applying to
- Sharp, clean formatting. Visually esthetic resumes catch your eye and make you want to take a closer look



#### Talent Bridge for Networking Academy

