



Virtual Field Trip Two: The Job Search Begins

Companion for the Resume

Module Objectives

The purpose of this module is to accomplish the following:

- Provide tips on the job search process.
- Hear directly from engineers on developing a resume.
- Review sample resumes and discuss improvements.
- Practice writing a resume.

Learning Outcomes

After completing this module, students will be able to:

- Identify key components of a technical resume.
- Write their own resumes.

Suggested Virtual Field Trip Itinerary

The following outline is one way to incorporate the Virtual Field Trip into your classroom. Feel free to adjust the times and agenda items to suit your needs.

Total time: Approximately 50 minutes

Topic	Amount of time	Notes
Instructor preparation	7 minutes	Take these steps to prepare for your Virtual Field Trip: <ul style="list-style-type: none"> • Download the video to your computer's hard drive and review the video prior to class. • Print out one worksheet for each student.
Introductory discussion	5–10 minutes	Open class with a discussion on the purpose of a resume. Ask students to name one or two key pieces of information to be included in a resume. Emphasize the “self-marketing” purpose of a resume. Questions for discussion: <ul style="list-style-type: none"> • What is the purpose of a resume? • What important information should be included on a resume? • What is the difference between a general resume and a technical resume?
View video	9 minutes	Dim the classroom lights so students can see the screen better, but make sure there is enough light to take notes.
Post-video discussion	7 minutes	Turn the classroom lights back on and discuss the video as a class or in small groups.

		<p>Here are some questions you might consider asking:</p> <ul style="list-style-type: none"> • What did you learn in the video that surprised you? • What did not surprise you? • What were some perceptions you had about an online job search before you saw the video? • Did you change your mind about some issues after you saw the video?
Exploring IT Careers: The Resume (student worksheet)	20 minutes	<p>This exercise may take students more than the allocated class time to complete. Students may continue to work on their own at school or home.</p> <p>Distribute the student worksheet and provide students with an explanation of the assignment. The students they will be applying the tips presented in the video to review and critique sample resumes.</p> <p>Once the worksheets are complete, review one of the resumes as a group.</p>
Conclude class	2 minutes	<p>Conclude by re-emphasizing the importance of resumes in marketing yourself to employers.</p>



Americas Headquarters
Cisco Systems, Inc.
170 West Tasman Drive
San Jose, CA 95134-1706
USA
www.cisco.com
Tel: 408 526-4000
800 553-NETS (6387)
Fax: 408 527-0883

Asia Pacific Headquarters
Cisco Systems, Inc.
168 Robinson Road
#28-01 Capital Tower
Singapore 068912
www.cisco.com
Tel: +65 6317 7777
Fax: +65 6317 7799

Europe Headquarters
Cisco Systems International BV
Haarlerbergpark
Haarlerbergweg 13-19
1101 CH Amsterdam
The Netherlands
www-europe.cisco.com
Tel: +31 0 800 020 0791
Fax: +31 0 20 357 1100

Cisco has more than 200 offices worldwide. Addresses, phone numbers, and fax numbers are listed on the Cisco Website at www.cisco.com/go/offices.

©2007 Cisco Systems, Inc. All rights reserved. CCVP, the Cisco logo, and the Cisco Square Bridge logo are trademarks of Cisco Systems, Inc.; Changing the Way We Work, Live, Play, and Learn is a service mark of Cisco Systems, Inc.; and Access Registrar, Aironet, BPX, Catalyst, CCDA, CCDP, CCIE, CCIP, CCNA, CCNP, CCSP, Cisco, the Cisco Certified Internetwork Expert logo, Cisco IOS, Cisco Press, Cisco Systems, Cisco Systems Capital, the Cisco Systems logo, Cisco Unity, Enterprise/Solver, EtherChannel, EtherFast, EtherSwitch, Fast Step, Follow Me Browsing, FormShare, GigaDrive, GigaStack, HomeLink, Internet Quotient, IOS, iPhone, IP/TV, iQ Expertise, the iQ logo, iQ Net Readiness Scorecard, iQuick Study, LightStream, Linksys, MeetingPlace, MGX, Networking Academy, Network Registrar, Packet, PIX, ProConnect, RateMUX, ScriptShare, SlideCast, SMARTnet, StackWise, The Fastest Way to Increase Your Internet Quotient, and TransPath are registered trademarks of Cisco Systems, Inc. and/or its affiliates in the United States and certain other countries. Mind Wide Open is a trademark of Cisco Networking Academy.

All other trademarks mentioned in this document or Website are the property of their respective owners. The use of the word partner does not imply a partnership relationship between Cisco and any other company. (0701R)



Virtual Field Trip Two: The Job Search Begins

Exploring IT Careers Student Worksheet for the Resume

Name _____ Class _____ Date _____

This worksheet will help you identify keys to a successful resume through reviewing sample resumes.

Read through one of the three sample resumes, and then using the corresponding chart, review the resume's effectiveness. Repeat for the remaining two sample resumes. Remember to apply the advice you heard on the video.

Plan to discuss your review with the class.

Review of Sample Resume: Don M. Hamberger

Question	Response
<p>Overall marketing effectiveness</p> <p>Does the candidate clearly convey his or her skills, experiences, and interests?</p>	
<p>Goals</p> <p>Does the candidate clearly state his or her career goal and interests?</p>	
<p>Technical background</p> <p>Does the candidate state his or her technical knowledge and certifications?</p>	
<p>Experience</p> <p>Does the candidate convincingly state his or her experience?</p> <p>Does the candidate use quantifications?</p> <p>Does he or she use bullets that are brief and to the point?</p>	
<p>Education</p> <p>Is this information clearly placed in the resume?</p> <p>Does it highlight academic qualifications?</p>	

<p>Key words</p> <p>Does the candidate make good use of key words?</p>	
<p>Other comments and suggestions</p>	

Review of Sample Resume 2: Sharon Switch

Question	Response
<p>Overall marketing effectiveness</p> <p>Does the candidate clearly convey his or her skills, experiences, and interests?</p>	
<p>Goals</p> <p>Does the candidate clearly state his or her career goal and interests?</p>	
<p>Technical background</p> <p>Does the candidate state his or her technical knowledge and certifications?</p>	
<p>Experience</p> <p>Does the candidate convincingly state his or her experience?</p> <p>Does the candidate use quantifications?</p> <p>Does her or she use bullets that are brief and to the point?</p>	
<p>Education</p> <p>Is this information clearly placed in the resume?</p> <p>Does it highlight academic qualifications?</p>	

<p>Key words</p> <p>Does the candidate make good use of key words?</p>	
<p>Other comments and suggestions</p>	

Review of Sample Resume: Bilbo Baggins

Question	Response
<p>Overall marketing effectiveness</p> <p>Does the candidate clearly convey his or her skills, experiences, and interests?</p>	
<p>Goals</p> <p>Does the candidate clearly state his or her career goal and interests?</p>	
<p>Technical background</p> <p>Does the candidate state his or her technical knowledge and certifications?</p>	
<p>Experience</p> <p>Does the candidate convincingly state his or her experience?</p> <p>Does the candidate use quantifications?</p> <p>Does her or she use bullets that are brief and to the point?</p>	
<p>Education</p> <p>Is this information clearly placed in the resume?</p> <p>Does it highlight academic qualifications?</p>	

<p>Key words</p> <p>Does the candidate make good use of key words?</p>	
<p>Other comments and suggestions</p>	



Americas Headquarters
Cisco Systems, Inc.
170 West Tasman Drive
San Jose, CA 95134-1706
USA
www.cisco.com
Tel: 408 526-4000
800 553-NETS (6387)
Fax: 408 527-0883

Asia Pacific Headquarters
Cisco Systems, Inc.
168 Robinson Road
#28-01 Capital Tower
Singapore 068912
www.cisco.com
Tel: +65 6317 7777
Fax: +65 6317 7799

Europe Headquarters
Cisco Systems International BV
Haarlerbergpark
Haarlerbergweg 13-19
1101 CH Amsterdam
The Netherlands
www-europe.cisco.com
Tel: +31 0 800 020 0791
Fax: +31 0 20 357 1100

Cisco has more than 200 offices worldwide. Addresses, phone numbers, and fax numbers are listed on the Cisco Website at www.cisco.com/go/offices.

©2007 Cisco Systems, Inc. All rights reserved. CCVP, the Cisco logo, and the Cisco Square Bridge logo are trademarks of Cisco Systems, Inc.; Changing the Way We Work, Live, Play, and Learn is a service mark of Cisco Systems, Inc.; and Access Registrar, Aironet, BPX, Catalyst, CCDA, CCDP, CCIE, CCIP, CCNA, CCNP, CCSP, Cisco, the Cisco Certified Internetwork Expert logo, Cisco IOS, Cisco Press, Cisco Systems, Cisco Systems Capital, the Cisco Systems logo, Cisco Unity, Enterprise/Solver, EtherChannel, EtherFast, EtherSwitch, Fast Step, Follow Me Browsing, FormShare, GigaDrive, GigaStack, HomeLink, Internet Quotient, IOS, iPhone, IP/TV, iQ Expertise, the iQ logo, iQ Net Readiness Scorecard, iQuick Study, LightStream, Linksys, MeetingPlace, MGX, Networking Academy, Network Registrar, Packet, PIX, ProConnect, RateMUX, ScriptShare, SlideCast, SMARTnet, StackWise, The Fastest Way to Increase Your Internet Quotient, and TransPath are registered trademarks of Cisco Systems, Inc. and/or its affiliates in the United States and certain other countries. Mind Wide Open is a trademark of Cisco Networking Academy.

All other trademarks mentioned in this document or Website are the property of their respective owners. The use of the word partner does not imply a partnership relationship between Cisco and any other company. (0701R)

DON M. HAMBERGER

*10602 Willow Lane
Boston, MA, NC 28269*

Day: (617)-555-2222

HambergerHimself@yahoo.com

SUMMARY

A results oriented leader with experience in engineering, project management, product management, and customer service. Major strengths include analytical and organizational skills with sound knowledge of accounting, finance, and management principles. A versatile, proactive professional driven to create, effectively communicate, and deliver problem-solving strategies to both internal and external customers.

EDUCATION

MBA, Keller Graduate School of DeVry University, Boston, MA, 2003, GPA: 3.89

Graduate Certificate-Project Management, Keller Graduate School of DeVry University, Boston, MA, 2003

BS, Engineering, Mercer University, Macon, GA, 2000, GPA 3.23

PROFESSIONAL EXPERIENCE

Global Telecommunications, Maynard, MA

Systems Specialist

Analyzed OEM documentation to create specification templates for the southeast engineering department.

- Developed the engineering department's new specification quality standards and the accompanying quality form.
- Prepared installation specification documents at an average of 42% above target efficiency.
- Completed approximately 90% of material requisitions below target budget.

LUCENT TECHNOLOGIES, Atlanta, GA

Implementation Manager

Served as project manager by developing and managing implementation schedules for internal customers.

- Created training manuals from GUI documentation.
- Led user training in classroom and virtual settings.
- Performed product demonstrations for management and peers.
- Established end user system requirements and performed initial user testing.
- Interfaced with software developers communicate customer specific requirements.

CALGON CARBON CORPORATION, Pittsburgh, PA

Sales and Marketing Intern

Supervised the process of upgrading, verifying, proofreading, and approving product bulletins and equipment specification databases.

- Identified customers who were not under contract, which resulted in 50 sales leads and secured written contracts.
- Provided customer service by contacting reply card respondents and addressing inquiries.
- Collected business data for financial forecasting by:
 - Market segment analysis
 - Cash flow analysis
 - Generating CO-PA reports in SAP to calculate YTD and projected sales

Sharon Switch

17 Kennedy Drive
Baltimore MD, 21144
Cell: 443-222-2222
Home: 410-888-9090
dlb15551714@comcast.net

Objective: To obtain an entry-level position in Computer Networking and Security.

Profile: I am a hardworking individual looking for a position in the design, implementation, troubleshooting, maintenance and security of computer systems and their components. I am very task-oriented and good at working with a team as well as individually. I can easily multitask and gain satisfaction from a job well done. I am looking to obtain a position which utilizes my current skills while I continue my education, as well as develop new skills.

Certifications: CompTia Security + (December 2006) score: 878/900
Cisco Certified Network Associate (CCNA) (January 2007) score: 974/1000

Education: Baltimore Community College – Arnold, MD
Attended: 2003 - Present
Majors: Information Systems Security A.A.S. (in progress)
Information Systems B.A. (in progress)

GPA: 3.72 (as of Feb 2007)

Courses taken or in progress (and grades) include:

- Cisco Networking 1 - A
- Cisco Networking 2 - A
- Cisco Networking 3 - A
- Cisco Networking 4 - B
- Data Communications - A
- Network Security Fundamentals - A
- Information Systems Security - current
- Hardening the Infrastructure - current
- Business Management - A
- Windows 2003 Server – current
- Macroeconomics - A
- Microeconomics - current

Skills:

- Experience configuring and troubleshooting Cisco routers and switches
- OSPF, EIGRP, and RIPv1 and 2 routing protocols
- VLAN configuration
- Subnetting, Supernetting, VLSM, CIDR, IP classes
- Information Security concepts
- Common hacking techniques
- Binary, decimal, hex conversions
- ACLs
- Routing and switching concepts
- TCP/IP and OSI models
- Parsing Hex
- Minimal knowledge on IPv6

Work History: Seven-Eleven – Baltimore, MD
Employed: March 2005 – Present
Position: Server
Responsibilities:

- Taking care of guest needs
- Providing quick and proactive service to guests in the restaurant
- Helping out in all areas as needed

Bilbo Baggins

64 Fireside Avenue
Cleveland, OH 45119
Home Phone (930) 429-2777
drinkingbud@Yahoo.com

Objective To obtain Network technology job.

PROFESSIONAL:

April 2004- Present

Web Connection, Wilmington, OH

JOB TITLE: Refurbishment supervisor, managing a refurbish technical team, repair and service of a variety of high tech product.

September 2002- April 2004

MM Logistics, Moraine, OH

JOB TITLE: Handling sequencing process for an auto parts warehouse supplying GM truck assembly.

May 2002- September 2002

TMAX Ltd, Miamisburg OH

JOB TITLE: Team member of (Chevy Silverado diesel engine assembly) manufacturing and assembling plant.

August 2001- May 2002

Big Book Publishing Co. Miamisburg, OH

JOB TITLE: Team member of publishing, printing and bindery plant.

August 1997 – May 2001

MW Computer & Communication Services, Sudan.

JOB TITLE: PC and Network support Specialist, networking and help desk team leader.

EDUCATION:

January 2002- January 2005

Associate Network Engineer

Cleveland Community College, OH

November 1987- November 1993

B.Tech in Electrical Control System.

Sudan College of Science & Technology, Sudan.

A+ (Certificate).

CERTIFICATION AND LICENSES:

SUPPORTING SKILLS:

I have completed two of the CCNP Requirements (Switch& Remote Access), also Cisco Data and video Cabling Course, Cisco PIX firewall and network security courses. I am an IBM/ Lenovo certified.