

ISSA

Information Security Career Planning

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Resume Tips...

Hiring managers look for resumes that are straightforward and easy to read. Don't worry too much about creating a document filled with fancy graphics and formatting; in fact, those flourishes may work against you if they aren't expertly prepared. Here's what you should focus on:

- **The format:** Job seekers typically use reverse chronological resumes, which list the most recent jobs first, followed by previous positions. However, if you are a recent graduate and/or lack extensive work experience, you may want to try a functional format: Begin your resume with a summary of your skills and education and then list your work history (including internships for entry level candidates).

Some applicants use a combination of the two formats, presenting an overview of their most important qualifications and accomplishments along with a chronological work history.

- **Highlighting your accomplishments:** Give hiring managers a sense of why you would be a stellar employee by highlighting specific examples of past successes. Don't undervalue achievements outside of your main field. For instance, the fact that you improved a procedure while volunteering as a treasurer for a local community organization shows initiative and creativity, which are valued qualities in any job candidate.
- **Keywords:** Many employers use resume-filtering software that scans for keywords and evaluates how closely resumes match the preferred skills and experience. To minimize chances of your resume getting filtered out, incorporate terminology from the job ad – if, of course, it honestly describes your abilities.

Resume Do's...

- **Do** keep it simple -- Ideally 2 pages even if you are an executive level job-seeker
- **Do** tailor your resume to the job you are applying for; one size does not fit all!
- **Do** add a "Summary of Qualifications" or "Profile" section. Remember what you list in this section MUST be detailed throughout the body of the resume as well!
- **Do** list your jobs in reverse chronological order showing career progression throughout.
- **Do** offer reasons for change when you have moved around a lot ...
 - *Company relocated operations to Dallas, Texas; department eliminated in 2011*
- **Do** list information about each employers under the heading (especially if not well known)...
 - *Global consulting firm specializing in Internal Audit, Risk & Compliance, IT Consulting Service. A wholly owned subsidiary of Robert Half International a \$3.78 billion company (NYSE symbol: RHI).*
- **Do** list one heading for each employer even if you have held multiple positions at the same company.
- **Do** “sell yourself” by using concrete action verbs (e.g. Achieved, Championed, Demonstrated, Established, Facilitated, Implemented, Initiated, Led, Managed, Negotiated, Transformed, etc.)
- **Do** quantify whenever possible. Use numbers to tell employers how many people you supervised, by what percentage you increased sales, how much money you saved, how many products you represented.
- **Do** list Dates & Locations of Employment, Education, License & Certifications (both completed and in progress)
- **Do** highlight accomplishments not just responsibilities (e.g. promotions, awards, scholarships, GPAs)
- **Do** list sports if you're a college student or new grad. Many employers specifically seek out athletes because of their drive and competitiveness, as well as teamwork and leadership skills.

Resume Don'ts...

- **Don't** send a resume out before you proofread!! You only get one chance to make a first impression!
 - Don't mix nouns and verbs and keep your tenses and punctuation correct
 - Avoid using personal pronouns (I, my, me)
 - Misspellings and typos are deadly on a resume!
- **Don't** write your resume in paragraph form; bulleted style makes your resume reader-friendly
 - Avoid using too small of type or fonts that are difficult to read (Suggested Fonts: Garamond, Calibri, Arial)
 - Avoid eliminating margins to squeeze in more information; this may overwhelm the eye
- **Don't** leave out positions held and be sure to include dates and locations (City and State, or Country if outside the US). This information is expected, but many job-seekers unwittingly omit it.
 - For more seasoned professionals you don't need list out bullet points for jobs that are more than 15 years old; list them in bare-bones fashion (title, employer, location) with or without dates of employment. You may want to title this section Previous Professional Experience.
- **Don't** list everything you have done in every role and avoid redundancy. List what's important and relevant to the job at hand and leave the rest for discussion.
 - Your resume should flow; it should be easy for anyone reading your resume to understand what you do and what your career progression has been. Remember the first line of defense is usually someone from outside your field of expertise.
- **Don't** list references on your resume; this belongs in a later stage of the job search and will be requested.
- **Don't** include hobbies or other irrelevant information on a resume unless it shows leadership (i.e. Eagle Scout, Quarterback, Capital of the Debate Team, Officer of professional or philanthropic organization)
- **Don't** ever lie on your resume. It will come back to haunt you!

Getting Ahead...

In this competitive world where bachelor degrees are common place and where there are more applicants than available jobs candidates must have a competitive edge.

Understanding what you will need to advance in your Career is Key!

Advanced Degree

- Management Information Systems
- Computer Systems Security
- Computer and Information Sciences
- Computer Engineering Technology

Certifications

- CISSP: Certified Information Systems Security Professional
- CISA: Certified Systems Auditor
- CEH: Certified Ethical Hacker
- CIPP: Certified Information Privacy Professional
- OWASP: Open Web Application Security Project

Mentorship

- Identify a mentor to deepen your knowledge about the industry and ask to be introduced to their contacts
- Utilize the relationship to set goals and outline a path for career development
- Identify trainings and certifications that align with your career development goals

The Search...

Always have your resume updated...you never know when the right opportunity will present itself.

Search Techniques

NETWORKING

- Attend Events, Workshops, Conferences
- Ask for informational interviews
- Find a mentor
- Join alumni associations

LINKEDIN

- Make your profile complete...this is your face to the world.
- Select in the settings that you are “Open to job opportunities”
- Join groups and post information regarding your field

JOB BOARDS

- Review company career sites
- Check out job boards...
 - LinkedIn Indeed
 - The Ladders SimplyHired
 - CareerBuilder DICE
 - eFinancial ITjob

SEARCH AGENCIES

- Select 1-2 reputable agencies that specialize in your area of focus
- Be up front with them...you run the show because it's your career!
- Be specific about what you are looking for

Why Networking is Important...

According to a recent survey of the Department of Labor, networking accounts for at least 69% of all annual hires. Networking is the BEST way to find a job or internship. Throughout your life you will make networking contacts that develop into relationships including friends, colleagues, and professional prospects.



The #1 Rule of Networking is to stay in touch! Networking is a continual life long process.

Remember to ask...important questions, "What is your story?" and "What advice would you have for me as I consider entering this field?" or "What advice could you offer in how to advance my career in this field"

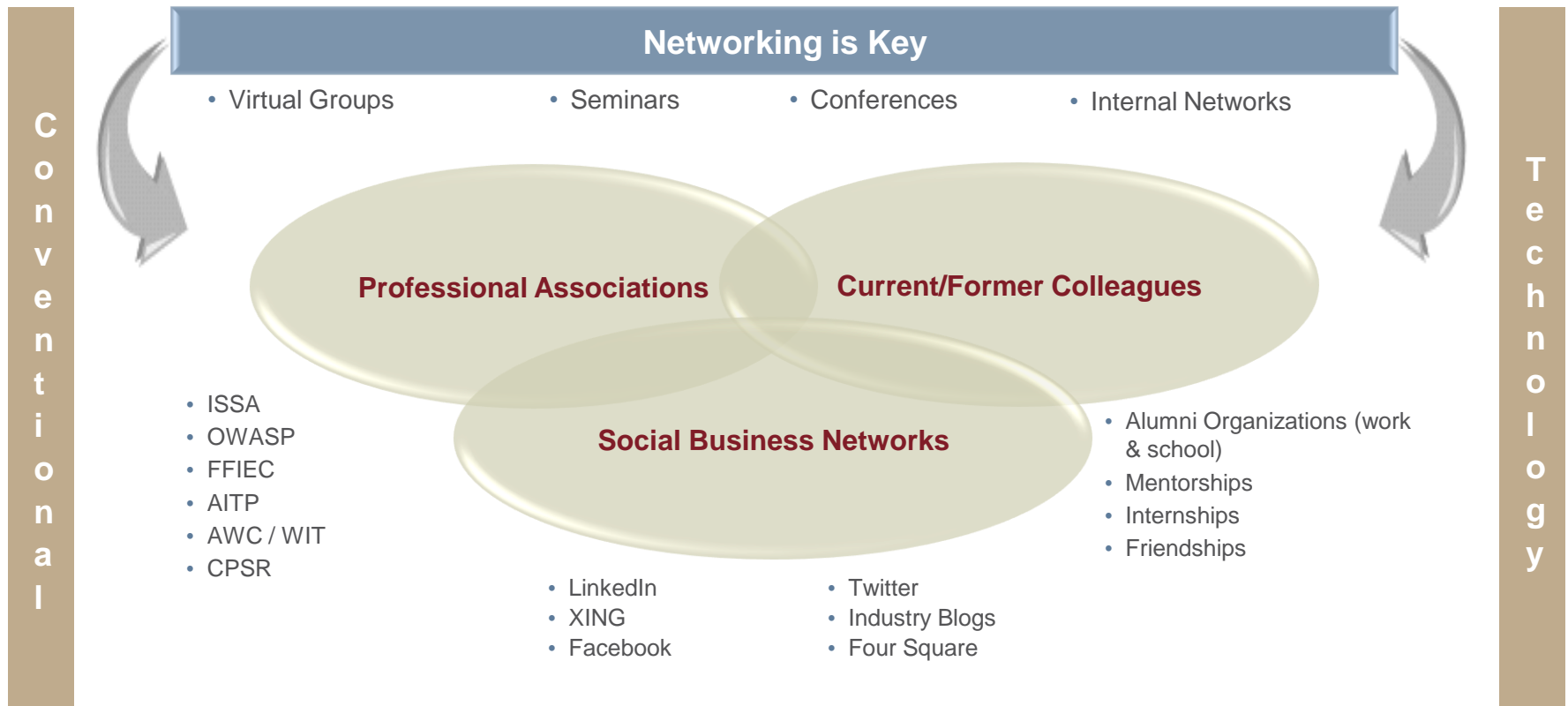
Develop lasting relationships, not just contacts.

Always look for ways to help the people in your network...it is a give and take relationship!

Why Network?...

Networking is the key to success in business. It helps you find jobs, recruit talent, win new customers, stay current in your field, and discover investors who'll support your ideas.

It's not always what you know, but who you know that makes the difference



Interview Tips...

1. Do research on the company & people you will be meeting with before the interview.
2. Dress for the part...you only get one chance to make a first impression!
3. Know your resume inside and out...practice interviewing.
4. Arrive no more than 10 minutes early!
5. Greet the employer with a handshake...not too firm and not too weak!
6. Smile, be polite, and try to relax and make the interview more conversational in tone. Although no matter how casual the interviewer is you must remain professional at all times.
7. Listening is just as important as speaking. Gauge your response by the interviewers reactions and hone in on areas where they seem to focus by relating your experience.
8. Make eye contact and don't fidget.
9. Carefully listen to the questions asked. Don't go off on tangents.
10. Answer questions as directly as possible.
11. Be upbeat and make positive statements. *Enthusiasm counts!*
12. Talk about what you have learned and grown from in past roles.
13. Use examples of how your skills and abilities would fit the job.
14. Do not bring up compensation, benefits, etc. unless they do!!
15. Always ask at least one thoughtful question!



Common Interview Questions...

Q: Can you tell me a little about yourself?

A: The ideal answer should be brief yet include enough information about your relevant skills and experience that the hiring manager understands how you could benefit the company.

Q: Why do you want to work for our company?

A: Your response should demonstrate that you have researched the organization prior to the interview and believe the job is a good match for your skills.

Q: What are your strengths and weaknesses?

A: The first part of this question is fairly easy to answer, but describing your weaknesses is a different story. A sound approach is to name an actual weakness but follow it up with steps you are taking to overcome the flaw.

Q: Where do you see yourself in five years?

A: With this question, prospective employers are hoping to get a sense of your drive and ambition. While avoiding sounding inflexible, demonstrate your goals for professional growth and career advancement.

Q: Do you have any questions?

A: Asking one or two targeted questions of the hiring manager at this point of the interview demonstrates your interest in the position and may shed additional light on the intricacies of the job.