

Hello John

Attached is my current CV that was professionally designed for a modern job search. This sheet reflects a senior manager experience which by nature of "time in job" is typically denser than what they would provide but it is a complete showing of all the categories required for a modern technology executive resume.

The basic construct is to list objective statement upfront - work and academic experience and then a skills section - the whole document needs to be keyword friendly for the job boards search engines to pick up. The internal HR and recruiters heavily rely on key word search to seek and to vet potential resumes. For some employers, especially for jobs that are visually orientated, they will expect the student to also have an online (and usually) password protected portfolio site that demonstrates their work - animation, digital design etc. This should be also a link in the CV to this site if this is their area of expertise and job hunting focus. This website should be clean and professional (try not to be too templated off the shelf eg. go daddy) Student can be original and stand out for online portfolios, however, resumes should follow traditional format. Bottom line message for the student... don't make the employer work with a non standard format to get to their qualifications - they will get about a 15 sec scan across their CV materials to see if they qualify - the resume should say what it needs to say that fast and concisely.

The main job boards that are being used these days are:

Linkedin profile (required for job seeker)

[Indeed.com](https://www.indeed.com)

[monster.com](https://www.monster.com)

Also [Dice.com](https://www.dice.com) for the more techy jobs.

The trick when conducting a job hunt with online postings is to ensure that the student is refreshing their resume posting the job board sites **every week**. This is important because it puts the resume at the top of the search queries results. It is not enough to post once and leave it, they need to log in weekly and provide minor updates to their Resume **and** repost their CV so the job site search engines pick up their sheet and put them at the top of the listings. (Insider tip!!).

Also very important that the students strongly consider their "online hygiene" with searching for a job. Facebook, twitter, Instagram etc are all fair game, reside in the public domain and are legal for prospective employers to look at for reputational back channel checks on new hires.

Best regards,
Daniel