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KEY=RESUME - SAIGE KAITLIN

HOW TO WRITE & DESIGN A PROFESSIONAL RÉSUMÉ TO GET THE JOB

INSIDER SECRETS YOU NEED TO KNOW : WITH COMPANION CD-ROM

Atlantic Publishing Company In these tough economic times companies are downsizing, outsourcing, and merging, and job seekers are facing more competition than ever. You need a great resume to stand out from the crowd. Your resume is a platform to detail your achievements and experience. A resume is a document, designed to an employer on why they should contact and ultimately hire you. You will learn the basic components that must be in your resume, resume formats, key action words, common resume myths, what fonts to use, how to stress accomplishments, what information you should never put on resume, how to write your resume from the employer's perspective, how to write the resume to fit the job, what words to use and what words never to use, techniques to get the interview, the secrets of a great cover letter, how to best describe your experience, how to detail employment gaps, and how to develop a professional resume. You also will learn about paper selection, electronic resumes, white space, margins, graphics, and computer software to help layout your resume. If you use all this information, you will give yourself that edge over the competition that you deserve. The companion CD-ROM is included with the print version of this book; however is not available for download with the electronic version. It may be obtained separately by contacting Atlantic Publishing Group at sales@atlantic-pub.com Atlantic Publishing is a small, independent publishing company based in Ocala,

Florida. Founded over twenty years ago in the company president's garage, Atlantic Publishing has grown to become a renowned resource for non-fiction books. Today, over 450 titles are in print covering subjects such as small business, healthy living, management, finance, careers, and real estate. Atlantic Publishing prides itself on producing award winning, high-quality manuals that give readers up-to-date, pertinent information, real-world examples, and case studies with expert advice. Every book has resources, contact information, and web sites of the products or companies discussed.

THE GOOGLE RESUME

HOW TO PREPARE FOR A CAREER AND LAND A JOB AT APPLE, MICROSOFT, GOOGLE, OR ANY TOP TECH COMPANY

John Wiley & Sons The Google Resume is the only book available on how to win a coveted spot at Google, Microsoft, Apple, or other top tech firms. Gayle Laakmann McDowell worked in Google Engineering for three years, where she served on the hiring committee and interviewed over 120 candidates. She interned for Microsoft and Apple, and interviewed with and received offers from ten tech firms. If you're a student, you'll learn what to study and how to prepare while in school, as well as what career paths to consider. If you're a job seeker, you'll get an edge on your competition by learning about hiring procedures and making yourself stand out from other candidates. Covers key concerns like what to major in, which extra-curriculars and other experiences look good, how to apply, how to design and tailor your resume, how to prepare for and excel in the interview, and much more Author was on Google's hiring committee; interned at Microsoft and Apple; has received job offers from more than 10 tech firms; and runs CareerCup.com, a site devoted to tech jobs Get the only comprehensive guide to working at some of America's most dynamic, innovative, and well-paying tech companies with The Google Resume.

CRACKING THE CODING INTERVIEW

150 PROGRAMMING INTERVIEW QUESTIONS AND SOLUTIONS

CreateSpace Now in the 5th edition, Cracking the Coding Interview gives you the interview preparation you need to get the top software developer jobs. This book provides: 150 Programming Interview Questions and Solutions: From binary trees to binary search, this list of 150 questions includes the most common and most useful questions in data

structures, algorithms, and knowledge based questions. **5 Algorithm Approaches: Stop being blind-sided by tough algorithm questions, and learn these five approaches to tackle the trickiest problems. Behind the Scenes of the interview processes at Google, Amazon, Microsoft, Facebook, Yahoo, and Apple: Learn what really goes on during your interview day and how decisions get made. Ten Mistakes Candidates Make -- And How to Avoid Them: Don't lose your dream job by making these common mistakes. Learn what many candidates do wrong, and how to avoid these issues. Steps to Prepare for Behavioral and Technical Questions: Stop meandering through an endless set of questions, while missing some of the most important preparation techniques. Follow these steps to more thoroughly prepare in less time.**

A SMART GUIDE FOR YOUR CAREER AS A SOFTWARE ENGINEER

BASED ON 20+ YEARS OF EXPERIENCE

Mike Nikles **Do you want to earn a six figure income, work from anywhere, live a lifestyle of your choosing and be a part of the people who develop the next generation software applications? Are you a software engineer already, but want to change jobs or advance in your current role to get promoted? If that is you, congratulations! The bad news is that there are thousands of other people just like you with more starting that journey every day. Each one of them is a potential competitor when you look for your next job. They may even be your co-worker and friend who also want to get promoted! A Smart Guide for Your Career as a Software Engineer is exactly the book you want to read. You learn what it takes to stand out among the crowd, how to impress the interviewers and most importantly, how to be an employee that gets promoted because you add value and come across as professional, well organized and energized. The book is structured around the following topics: - Why become a software engineer? - How to become a software engineer? - Job search - Resume / Curriculum Vitae (CV) - Interviews - Offer negotiations - First day - First 100 days - Promotions - Teamwork - Leaving the company Read it cover to cover or jump to the topic that most applies to your current situation. Armed with the knowledge, advice, tips & tricks and templates in this book, your chances of getting that next job or being promoted rather than your co-worker are significantly higher than without reading this book.**

BUILDING MOBILE APPS AT SCALE

39 ENGINEERING CHALLENGES

While there is a lot of appreciation for backend and distributed systems challenges, there tends to be less empathy for why mobile development is hard when done at scale. This book collects challenges engineers face when building iOS and Android apps at scale, and common ways to tackle these. By scale, we mean having numbers of users in the millions and being built by large engineering teams. For mobile engineers, this book is a blueprint for modern app engineering approaches. For non-mobile engineers and managers, it is a resource with which to build empathy and appreciation for the complexity of world-class mobile engineering. The book covers iOS and Android mobile app challenges on these dimensions: Challenges due to the unique nature of mobile applications compared to the web, and to the backend. App complexity challenges. How do you deal with increasingly complicated navigation patterns? What about non-deterministic event combinations? How do you localize across several languages, and how do you scale your automated and manual tests? Challenges due to large engineering teams. The larger the mobile team, the more challenging it becomes to ensure a consistent architecture. If your company builds multiple apps, how do you balance not rewriting everything from scratch while moving at a fast pace, over waiting on "centralized" teams? Cross-platform approaches. The tooling to build mobile apps keeps changing. New languages, frameworks, and approaches that all promise to address the pain points of mobile engineering keep appearing. But which approach should you choose? Flutter, React Native, Cordova? Native apps? Reuse business logic written in Kotlin, C#, C++ or other languages? What engineering approaches do "world-class" mobile engineering teams choose in non-functional aspects like code quality, compliance, privacy, compliance, or with experimentation, performance, or app size?

SUMMARY OF ROBIN RYAN'S OVER 40 & YOU'RE HIRED!

Everest Media LLC Please note: This is a companion version & not the original book. Sample Book Insights: #1 You will need to adapt to secure the job you want. The job market has become extremely competitive for workers over 40. Today, employers seek talented employees, but they are also concerned about whether you are up to doing the job and providing them with a good value for their money. #2 It should be noted that age discrimination in the workplace exists. #3 The more experienced you are, the more likely you are to be hired. HR managers noted that bosses and organizations expect employees to be dedicated to, and focused on, their jobs. They also noted that workers with a bigger Rolodex and larger circle of business contacts are a big plus. #4 The mature worker has more common sense

and is better at dealing with problems than 20-somethings are. You have a better understanding of the work culture and how to get things done.

THE NEW RULES OF WORK

THE MUSE PLAYBOOK FOR NAVIGATING THE MODERN WORKPLACE

Currency "In this ... guide to the ever-changing modern workplace, Kathryn Minshew and Alexandra Cavoulacos, the co-founders of [the] career website TheMuse.com, show how to play the game by the New Rules, [explaining] how to figure out exactly what your values and your skills are and how they best play out in the marketplace ... [They] guide you as you sort through your countless options [and] communicate who you are and why you are valuable and stand out from the crowd"--

SOFTWARE ENGINEERING 3

DOMAINS, REQUIREMENTS, AND SOFTWARE DESIGN

Springer Science & Business Media The final installment in this three-volume set is based on this maxim: "Before software can be designed its requirements must be well understood, and before the requirements can be expressed properly the domain of the application must be well understood." The book covers the process from the development of domain descriptions, through the derivation of requirements prescriptions from domain models, to the refinement of requirements into software architectures and component design.

THE DAMN GOOD RESUME GUIDE, FIFTH EDITION

A CRASH COURSE IN RESUME WRITING

Ten Speed Press One of the best-selling resume books of all time and a trusted resource for job-seekers for nearly three decades, this edition of The Damn Good Resume Guide has been completely revised and updated for today's marketplace. One of the best-selling resume books of all time and a trusted resource for job-seekers for nearly three decades, this edition of The Damn Good Resume Guide has been completely revised and updated for today's marketplace. The Shortest Distance Between You and Your Next Job For hundreds of thousands of job seekers, The

Damn Good Resume Guide has been the go-to resource for writing and refining their resumes to damn near perfection. Filled with savvy advice and written in a straightforward, user-friendly style, **The Damn Good Resume Guide** will help you zero in on that dream job, then craft a winning resume that gets your foot in the door. This tried-and-true best seller has been fully revised and updated for today's job market, including: Contemporary sample resumes (all of which landed interviews!) with job objectives running the career gamut—from line cook to sales manager, school principal to software engineer. Tips on creating a functional, chronological, or hybrid resume—and advice on choosing which format is best for you. What to include and what to leave out of your resume, so you get the job you really want. Smart ways to deal with gaps in your work history and other less-than-ideal resume scenarios. Instructions for writing cover emails and submitting resumes electronically. How to set up (and excel at) an informational interview. Advice for formatting, polishing, and proofing your resume so that it stands out in the right way. And much more! Follow Parker and Brown's ten easy steps, and you'll be well on your way to a smart, effective, and thoroughly modern resume—a resume that makes you look good and produces results.

SOFTWARE ENGINEER'S REFERENCE BOOK

Elsevier **Software Engineer's Reference Book** provides the fundamental principles and general approaches, contemporary information, and applications for developing the software of computer systems. The book is comprised of three main parts, an epilogue, and a comprehensive index. The first part covers the theory of computer science and relevant mathematics. Topics under this section include logic, set theory, Turing machines, theory of computation, and computational complexity. Part II is a discussion of software development methods, techniques and technology primarily based around a conventional view of the software life cycle. Topics discussed include methods such as CORE, SSADM, and SREM, and formal methods including VDM and Z. Attention is also given to other technical activities in the life cycle including testing and prototyping. The final part describes the techniques and standards which are relevant in producing particular classes of application. The text will be of great use to software engineers, software project managers, and students of computer science.

THE DAMN GOOD RESUME GUIDE

A CRASH COURSE IN RESUME WRITING

Random House Digital, Inc. **One of the bestselling rsum books of all time and a trusted resource for job-seekers for nearly**

three decades, this edition has been completely revised and updated for today's marketplace.

HOW TO SAY IT ON YOUR RESUME

A TOP RECRUITING DIRECTOR'S GUIDE TO WRITING THE PERFECT RESUME FOR EVERY JOB

Penguin An insider shows how to tailor a résumé that sets applicants apart from a sea of candidates. Recruiting director Brad Karsh has worked with thousands of misguided job seekers. Now he's putting his experience into print, with step-by-step guidelines to improve the wording, content, and format of any résumé. Knowing how employers choose candidates, the author shows how to make a résumé stand out. Whether readers are looking to make a career change, re-enter the workforce, find a first job, or acquire an internal position, Karsh demonstrates how to transform any résumé and get results. Includes advice for: ? First jobs ? Re-entering the work force ? Applicants who have been laid off ? Career changes ? Older applicants ? And more

ACE THE IT RESUME!

McGraw Hill Professional **Want to land your dream IT job? Learn how to get noticed as an IT applicant with this practical guide. You'll find the best practices for submitting resumes in the e-world--and a full chapter devoted to writing an effective cover letter. Also included are more than 50 job profiles, 50 annotated resumes illustrating important dos and don'ts, and interviews with real IT hiring managers explaining what they are looking for.**

BECOME AN EFFECTIVE SOFTWARE ENGINEERING MANAGER

HOW TO BE THE LEADER YOUR DEVELOPMENT TEAM NEEDS

Pragmatic Bookshelf **Software startups make global headlines every day. As technology companies succeed and grow, so do their engineering departments. In your career, you'll may suddenly get the opportunity to lead teams: to become a manager. But this is often uncharted territory. How can you decide whether this career move is right for you? And if you do, what do you need to learn to succeed? Where do you start? How do you know that you're doing it right? What does "it" even mean? And isn't management a dirty word? This book will share the secrets you need to know to manage engineers successfully. Going from engineer to manager doesn't have to be intimidating. Engineers can be managers, and fantastic ones at that. Cast aside the rhetoric and focus on practical, hands-on techniques and tools. You'll become**

an effective and supportive team leader that your staff will look up to. Start with your transition to being a manager and see how that compares to being an engineer. Learn how to better organize information, feel productive, and delegate, but not micromanage. Discover how to manage your own boss, hire and fire, do performance and salary reviews, and build a great team. You'll also learn the psychology: how to ship while keeping staff happy, coach and mentor, deal with deadline pressure, handle sensitive information, and navigate workplace politics. Consider your whole department. How can you work with other teams to ensure best practice? How do you help form guilds and committees and communicate effectively? How can you create career tracks for individual contributors and managers? How can you support flexible and remote working? How can you improve diversity in the industry through your own actions? This book will show you how. Great managers can make the world a better place. Join us.

THE COMPLETE GUIDE TO RESUME WRITING

Sterling Publishers Pvt. Ltd

ADAMS RESUME ALMANAC

Simon and Schuster A revised edition of the most comprehensive resume guide on the market! A must for the successful job search, The Adams Resume Almanac, 2nd Edition contains everything a candidate needs to know in order to craft a compelling, job-winning resume. Whether a first-time job hunter starting with a blank page, or a seasoned professional with a long story to tell, the candidate will find 600 examples of resumes appropriate to every situation.

THE SOFTWARE DEVELOPER'S GUIDE

Hentzenwerke There are plenty of books that show you how to write applications in a specific language. They explain the nuts and bolts of the syntax and the use of the tools to build applications with the latest features and functionality available. There are also a number of fine books that show you how to be "a computer consultant." But there are a whole host of issues specific to the business of writing, delivering and supporting custom software systems. This is the only book that will take you on a step-by-step tour of the entire process. "DevGuide 3", with over 150 pages of new material, shows you how to do "The Other 90%" of the work involved in producing custom software applications.

NETWORK WORLD

For more than 20 years, Network World has been the premier provider of information, intelligence and insight for network and IT executives responsible for the digital nervous systems of large organizations. Readers are responsible for designing, implementing and managing the voice, data and video systems their companies use to support everything from business critical applications to employee collaboration and electronic commerce.

COMPUTERWORLD

For more than 40 years, Computerworld has been the leading source of technology news and information for IT influencers worldwide. Computerworld's award-winning Web site (Computerworld.com), twice-monthly publication, focused conference series and custom research form the hub of the world's largest global IT media network.

AN ELEGANT PUZZLE

SYSTEMS OF ENGINEERING MANAGEMENT

Stripe Press **A human-centric guide to solving complex problems in engineering management, from sizing teams to handling technical debt. There's a saying that people don't leave companies, they leave managers. Management is a key part of any organization, yet the discipline is often self-taught and unstructured. Getting to the good solutions for complex management challenges can make the difference between fulfillment and frustration for teams--and, ultimately, between the success and failure of companies. Will Larson's An Elegant Puzzle focuses on the particular challenges of engineering management--from sizing teams to handling technical debt to performing succession planning--and provides a path to the good solutions. Drawing from his experience at Digg, Uber, and Stripe, Larson has developed a thoughtful approach to engineering management for leaders of all levels at companies of all sizes. An Elegant Puzzle balances structured principles and human-centric thinking to help any leader create more effective and rewarding organizations for engineers to thrive in.**

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focused conference series and custom research form the hub of the world's largest global IT media network.

ACE THE IT RESUME : RESUMES AND COVER LETTERS TO GET YOU HIRED

RESUMES AND COVER LETTERS TO GET YOU HIRED

McGraw Hill Professional Create a first-rate resume that will get you hired in IT Stand out in a crowd of IT job applicants by creating and submitting a winning resume and cover letter with help from this practical guide. Fully revised and updated for the latest trends, technologies, and in-demand jobs, *Ace the IT Resume, Second Edition* reveals how to best showcase your IT skills and experience. You'll get tips for adapting your resume for different formats, using the right keywords, and getting your resume in the hands of the hiring manager. With an encyclopedia of sample resumes, job descriptions, and resume strategies, this is your must-have guide to landing a great IT job. Present your skills, experience, and education in the most effective format Optimize your online resume Customize your resume based on the job you're seeking Write compelling and relevant cover letters Avoid common pitfalls and analyze your resume for errors Discover ways to quickly get hands-on experience Network with IT professionals to make connections

COMPUTERWORLD

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FERGUSON CAREER COACH

MANAGING YOUR CAREER IN THE COMPUTER INDUSTRY

Infobase Publishing Offers advice on obtaining a job in the computer industry and nurturing a successful career.

THE MOTHERLODE

100+ WOMEN WHO MADE HIP-HOP

Abrams An illustrated highlight reel of more than 100 women in rap who have helped shape the genre and eschewed

gender norms in the process *The Motherlode* highlights more than 100 women who have shaped the power, scope, and reach of rap music, including pioneers like Roxanne Shanté, game changers like Lauryn Hill and Missy Elliott, and current reigning queens like Nicki Minaj, Cardi B, and Lizzo—as well as everyone who came before, after, and in between. Some of these women were respected but not widely celebrated. Some are impossible not to know. Some of these women have stood on their own; others were forced into templates, compelled to stand beside men in big rap crews. Some have been trapped in a strange critical space between respected MC and object. They are characters, caricatures, lyricists, at times both feminine and explicit. This book profiles each of these women, their musical and career breakthroughs, and the ways in which they each helped change the culture of rap.

SKILLS OF A SUCCESSFUL SOFTWARE ENGINEER

Simon and Schuster Skills to grow from a solo coder into a productive member of a software development team, with seasoned advice on everything from refactoring to acing an interview. In Skills of a Successful Software Engineer you will learn: The skills you need to succeed on a software development team Best practices for writing maintainable code Testing and commenting code for others to read and use Refactoring code you didn't write What to expect from a technical interview process How to be a tech leader Getting around gatekeeping in the tech community Skills of a Successful Software Engineer is a best practices guide for succeeding on a software development team. The book reveals how to optimize both your code and your career, from achieving a good work-life balance to writing the kind of bug-free code delivered by pros. You'll master essential skills that you might not have learned as a solo coder, including meaningful code commenting, unit testing, and using refactoring to speed up feature delivery. Timeless advice on acing interviews and setting yourself up for leadership will help you throughout your career. Crack open this one-of-a-kind guide, and you'll soon be working in the professional manner that software managers expect. About the technology Success as a software engineer requires technical knowledge, flexibility, and a lot of persistence. Knowing how to work effectively with other developers can be the difference between a fulfilling career and getting stuck in a life-sucking rut. This brilliant book guides you through the essential skills you need to survive and thrive on a software engineering team. About the book Skills of a Successful Software Engineer presents techniques for working on software projects collaboratively. In it, you'll build technical skills, such as writing simple code, effective testing, and refactoring, that are essential to creating software on a team. You'll also explore soft skills like how to keep your knowledge up to date, interacting with your team leader, and even how to get a job you'll love. What's inside Best practices for writing and documenting maintainable code Testing and refactoring code you didn't write What to expect

in a technical interview How to thrive on a development team About the reader For working and aspiring software engineers. About the author Fernando Doglio has twenty years of experience in the software industry, where he has worked on everything from web development to big data. Table of Contents 1 Becoming a successful software engineer 2 Writing code everyone can read 3 Unit testing: delivering code that works 4 Refactoring existing code (or Refactoring doesn't mean rewriting code) 5 Tackling the personal side of coding 6 Interviewing for your place on the team 7 Working as part of a team 8 Understanding team leadership

THE RESUME.COM GUIDE TO WRITING UNBEATABLE RESUMES

McGraw Hill Professional **A guide to writing winning resumes includes numerous samples, a database of "keywords" recognized within various industries, advice on job-hunting online, and a useful "before-and-after" worksheet for troubleshooting. Original. 12,000 first printing.**

MAKE YOUR RESUME TALK

Trafford Publishing **This book contains all the guidelines needed to help you write an advertisement resume that will get you interviews and a job. It promotes writing results work statements rather than task and responsibility statements. Key features include how to write 1. your heading in relation to space available, 2. targeted objectives, 3. work statements that use key words and still describe how good you are, 4. skill sections that show your level of ability, and 5. activities that show your chemistry. Make Your Resume Talk is written in sections to help you build or re-write your resume and help you tailor your resume to specific jobs. Many "before and after" resumes with individual critiques on different occupations are included to show how to write statements that get attention of potential employers. Helpful tips are provided throughout the book to highlight critical information for writing a resume that will talk for you. Chapters are provided to cover all aspects of the resume plus special chapters on electronic resumes, help for high school/college students, and the physical attributes of resumes. Effective cover letter guidelines with examples are provided as a bonus. Personal testimonials are scattered through the book to show you how the guidelines helped other users. The success of his approach is shown by this quote from a Senior Corporate Recruiter from Red Hat which stated, "As a corporate recruiter, I view hundreds of resumes daily filed with buzz words, tasks and objectives that don't meet the candidate's background. These resumes are quickly eliminated. The resumes that follow the guidelines outlined in Dick Hart's book that show the depth of the candidate's ability and how well the buzz words apply to their**

accomplishments are the ones we seriously consider. Diligent applicants need to follow his advice and list solid achievements from past/current performance."

JAVA/JEE RESUME COMPANION

Lulu.com

THE CLEAN CODER

A CODE OF CONDUCT FOR PROFESSIONAL PROGRAMMERS

Pearson Education Presents practical advice on the disciplines, techniques, tools, and practices of computer programming and how to approach software development with a sense of pride, honor, and self-respect.

MANAGING THE UNMANAGEABLE

RULES, TOOLS, AND INSIGHTS FOR MANAGING SOFTWARE PEOPLE AND TEAMS

Pearson Education This book has assembled a guide that will help you hire, motivate, and mentor a software development team that functions at the highest level. Their rules of thumb and coaching advice form a great blueprint for new and experienced software engineering managers alike. All too often, software development is deemed unmanageable. The news is filled with stories of projects that have run catastrophically over schedule and budget.

CAN YOUR RESUME TALK?

Trafford Publishing Is your resume an advertisement or an obituary? Give your resume CPR! You can make your resume TALK! Mr. Hart's suggestions can help make your resume educate the potential employer.

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A PHILOSOPHY OF SOFTWARE DESIGN

Yaknyam Publishing

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ELECTRONIC RESUME REVOLUTION

CREATE A WINNING RESUME FOR THE NEW WORLD OF JOB SEEKING

John Wiley & Sons Incorporated Answers such questions about writing resumes as: Electronics is "in". Is paper "out"? What are the keywords at the center of the new resume? Now that computers read and evaluate resumes, is it still useful to personalize mine? How do I perform my resume in front of a video camera?

COMPUTERWORLD

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influencers worldwide. Computerworld's award-winning Web site (Computerworld.com), twice-monthly publication, focused conference series and custom research form the hub of the world's largest global IT media network.

GETTING AN INFORMATION SECURITY JOB FOR DUMMIES

John Wiley & Sons **The fast and easy way to get a job in Information Security Do you want to equip yourself with the knowledge necessary to succeed in the Information Security job market? If so, you've come to the right place. Packed with the latest and most effective strategies for landing a lucrative job in this popular and quickly-growing field, Getting an Information Security Job For Dummies provides no-nonsense guidance on everything you need to get ahead of the competition and launch yourself into your dream job as an Information Security (IS) guru. Inside, you'll discover the fascinating history, projected future, and current applications/issues in the IS field. Next, you'll get up to speed on the general educational concepts you'll be exposed to while earning your analyst certification and the technical requirements for obtaining an IS position. Finally, learn how to set yourself up for job hunting success with trusted and supportive guidance on creating a winning resume, gaining attention with your cover letter, following up after an initial interview, and much more. Covers the certifications needed for various jobs in the Information Security field Offers guidance on writing an attention-getting resume Provides access to helpful videos, along with other online bonus materials Offers advice on branding yourself and securing your future in Information Security If you're a student, recent graduate, or professional looking to break into the field of Information Security, this hands-on, friendly guide has you covered.**