

# MAKING EXCEPTIONAL CONNECTIONS IN THE REAL WORLD

Modis connects top IT talent with top IT companies. Check out our tips for using social media in your job search and writing a standout resume.



## SOCIAL MEDIA TIPS

1. Use Google Alerts to be notified when your name appears in Google results, or to get news about a potential employer. Also, install a desktop tool like TweetDeck or Twirl and follow job boards or staffing companies for up-to-the-minute openings.
2. Use the LinkedIn company search feature to learn about a potential employer's employees — see who has recently joined or left.
3. Upload your “elevator pitch” in your Twitter bio section; post a professional avatar; create a custom background that gives details about your qualifications; follow industry experts.
4. Make your work experience and aspirations central to your Facebook profile. Don't be afraid to add personal details — as long as they're things you're comfortable talking about in a job interview.
5. Complete your profiles. Set your privacy settings appropriately so that personal photos are viewed only by personal friends! Be consistent in what you say throughout all your online platforms.



## RESUME WRITING TIPS

1. Use a professional email address on your resume and to communicate with potential employers. It should contain some combination of your first and last name.
2. Your job objective should be stated in 15 words or less and at the top of your resume.
3. Never send a generic resume. Always customize it based on the position you are applying for, highlighting the most relevant work experiences and coursework first.
4. Fill your resume with “Problem-Action-Results” statements. State a workplace problem, describe how you handled it, and briefly describe the positive results.
5. Don't include hobbies on a resume unless they are relevant to the job, or clearly supports a character trait that's aligned with your job objective.
6. Include social media profile links (only after you've followed our social media tips).

For more information, or to apply for an IT opportunity, please visit [modis.com](http://modis.com).