

STEVEN JACOBS

PROFESSIONAL TITLE

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- stevejacobs.com

SUMMARY

Your summary goes here. It's the **last stage in the resume writing process**, so pick it up in the end. Focus more on what value you can provide, instead of what you are looking for. Limit it to **2-3 lines max**.

KEY SKILLS

Market Research
Social Media Strategy
Social Media Analytics • Social Media Content Creation & Curation
Marketing Collateral
Keyword Research
Search Engine Optimization
Client Servicing
Blog Writing
Digital Marketing
Website Content Proofreading
Content Management & Editing

TECHNICAL SKILLS

- Languages: VB6, SQL, Web Services - C#, C, C++, Java, Perl
- **Operating Systems** : Windows (XP, NT 3.x- 4.0, 2000, 2003) and UNIX
 - **Databases**: MS SQL Server (2008, 2005, 2000, 7.0, 6.S, 6.0), MS Access, FoxPro, DTS, DB2
 - **Reporting**: Crystal Report, SQL Server 2005 Reporting Services (SSRS)

INTERNSHIPS

Enter official designation as per company records Sep '18 - Nov '18
Enter company name | Enter location (with state -)
Enter a one-line description of the company where you were working, with figures around revenue, geographic presence, no. of clients, etc.
Some rules will apply as discussed above

PROFESSIONAL EXPERIENCE

Enter the official designation as per company records Jun '19 - Sep '19
Enter company name in full | Enter location (with state -)
Enter a one-line description of the company where you were working, with figures around revenue, geographic presence, no. of clients, etc.

- Use one-liner points to present the details of your internship/part-time/professional experience
- Rename the section heading as *Relevant Experience* (if you want to show all your roles - internships, part-time, volunteering, etc. - in one section).
- **Bold keywords and phrases** where you would like to draw the recruiter's attention.
- Use action verbs to start off your points, and achievement figures (ballpark/approx figures will work as well) to demonstrate the extent of your contributions
- **It's the first step in the resume writing process.** Start off with updating this section first. Based on the keywords and functions you bold, accordingly update the Skills section. Based on that, update your summary. Make sure only those functions are mentioned in the Summary/Skills which have been substantiated in this section.
- Instead of writing all your one-liner points together, group similar points under unique subheadings as shown below:

Social Media Marketing

- Conducted research on **industry trends** & wrote compelling content for **social media posts**; created **5+ posts** daily
- Tracked **social media analytics** via HootSuite & other tools, and reported **results & new ideas** to our marketing team
- Created content to be shared by **20+ influencers** on Instagram, Facebook, and blog accounts to increase **traffic by 33%**

Content Management

- Liaised with the Editorial **team of 25** to manage social media content & community, while coordinating with **30+ freelancers**
 - Increased Instagram & Facebook **followers by 20% and 25%** respectively in **3 months**
- Coordinated with the Design team to create platform-specific social media assets such as **flyers, ads, videos, GIFs**, etc.
- Received **2 million+ likes** on **20+ posts** on Facebook, Twitter, and Instagram

EDUCATION

Enter your official degree (with major) Jun '12 - May '15

Resume Template Compare

Brian Lambie



Resume Template Compare:

UNLOCK YOUR DREAM JOB SHIKHAR SINGH (THE ZENITH), Discover Your True Calling This book helps you figure out what you really want to do not just what you think you should do Boost Your Confidence Learn practical ways to believe in yourself and your abilities making you shine in any interview Craft a Killer Resume Get expert tips and templates to create a resume that recruiters can't ignore Ace Every Interview Master the art of answering tough questions and making a fantastic impression You'll walk into interviews feeling prepared and powerful Uncover Hidden Opportunities Find out how to discover jobs that aren't even advertised yet Network Like a Pro Build valuable connections that can open doors to incredible career paths Negotiate Your Worth Learn strategies to get the salary and benefits you deserve Stop leaving money on the table Simple Step by Step Guide No complicated jargon This book breaks down the job search into easy actionable steps Proven Strategies Based on real world success these methods have helped countless people land their dream roles Invest in Your Future This isn't just a book it's your personal guide to a more fulfilling and successful career Don't miss out on unlocking your potential

175 High-Impact Resumes Richard H. Beatty, 2003-11-20 The ingenious guide to making your resume stand out from the crowd 175 High Impact Resumes Third Edition provides the tools tips and examples you need to build a professional resume that packs a punch It guides you step by step through the process of constructing your resume and highlighting key components while giving you a clear understanding of the design content and overall performance of each part You'll learn how and when to use a variety of resume formats including chronological functional linear and others With 175 hand-picked successful resumes of both experienced jobseekers and recent college grads there's definitely a resume here that suits your needs Almost all the resumes in this new Third Edition have been revised and updated to reflect the current thinking and terminology of the employment profession And there's more A new chapter that provides a practical checklist of the do's and don'ts of resume writing Guidelines for preparing a professional electronic resume Results of an authoritative survey of employment professionals that highlight what employers look for in resumes Resumes across a wide array of occupational areas including administration finance accounting human resources public relations law marketing sales technical services engineering education retail and many more By following the guidelines and model resumes in this invaluable book you can automatically build a highly effective professional resume with wallop Regardless of your level of experience and no matter what industry you're in 175 High Impact Resumes Third Edition will help you get the big interview and land that knockout job

A Guidebook of Business Templates, Forms and Tools: First Edition Zakir Ahamed, 2014-07-25 A collection of over 80 commonly occurring business templates and forms that covers a wide range of topics including project management human resource management resumes and interviews lean and six sigma meetings and workshops general management and procurement

Building Your Career in STEM Angela Ziebell, Rebecca Yee, 2024-12-04 Are you a science student wondering how to turn your degree into a fulfilling career Or are you a recent

graduate struggling to navigate their options in the post degree world Well this book is your ultimate roadmap to success With practical tips for developing your skills building your network and standing out in a crowded job market you ll be well on your way to a rewarding career in no time This book aims to support all students and graduates in the STEM subjects seeking employment and navigating their first few years in the workplace From finding employment and CV and cover letter writing to networking and improving employability this book covers the essential skills that you need to kickstart your career Also included are helpful insights from successful graduates working in a variety of different careers and more seasoned professionals imparting their hard earned wisdom and more importantly outlining what employers are most looking for in science and technology graduates and how you can maximise your appeal to potential employers and plan for a future beyond university Start building a successful career in STEM by crafting your own professional profile with the help of this book

Using WordPerfect in Your Job Search David Franklin Noble,1995 A new focused kind of computer book that shows readers how to use the power of WordPerfect to create quality resumes cover letters and other important job search documents Detailed step by step instructions make it easy to create different types of resumes such as combination resumes chronological resumes resumes from templates scannable resumes and hypertext [Understanding, assessing, and guiding adaptations in public health and health systems interventions: Current and future directions](#) Roman Aydiko Ayele,Borsika Adrienn Rabin,Catherine Battaglia,Marina McCreight,2023-07-19 *The Comprehensive Guide to Cybersecurity Careers* Jason Edwards,2024-05-14 The Comprehensive Guide to Cybersecurity Careers is the definitive resource for aspiring and established cybersecurity professionals This guide delves deep into the ever changing cybersecurity landscape providing insights into the diverse career paths within the industry From technical roles like security analysts to strategic positions in policy development this book covers a broad spectrum of opportunities in the field It highlights the importance of staying ahead in the cybersecurity arms race emphasizing continuous learning and adaptation to face advanced threats The guide also offers practical advice on essential skills understanding industry trends and the impact of high profile cyber incidents This book is more than a mere information source it s a dynamic tool that evolves with the field and its readers It encourages active engagement and contribution to the cybersecurity community With its focus on building professional networks navigating the hiring process and strategies for career advancement The Comprehensive Guide to Cybersecurity Careers is an invaluable asset for anyone aiming to forge a successful and impactful career in cybersecurity Whether starting fresh or seeking to enhance existing expertise this guide is an indispensable companion in the journey through the complex world of digital security Key Features Comprehensive Career Exploration Explores responsibilities necessary skills and qualifications for a wide range of cybersecurity roles from technical positions to management and emerging fields like AI and cloud security Educational Pathways Overview Offers insight into various educational options for cybersecurity including university programs adult professional programs and self study methods emphasizing the importance of lifelong learning Certification

Guidance Details information on essential cybersecurity certifications including a roadmap for obtaining them and a comprehensive list of certifications suitable for beginners and advanced professionals Emphasis on Soft Skills Discusses the importance of soft skills like teamwork critical thinking and stress management in cybersecurity Portfolio Development Provides strategies for building a strong professional portfolio including tips on showcasing problem solving skills gaining credibility and leveraging experiences for career advancement Job Market Navigation Offers practical advice on job search strategies resume tailoring interview preparation and effective use of professional networking LinkedIn Networking Features specific tactics for optimizing LinkedIn profiles for cybersecurity professionals and strategies for engaging with the industry through this platform Sector specific Cybersecurity Insights Details cybersecurity challenges and opportunities in various sectors like finance healthcare government and more Future Trends and Career Adaptation Discusses adapting to evolving roles in cybersecurity including the impact of automation AI and the importance of keeping skills relevant in a fast paced industry WAV features a Behavioral Interview Prep Guide for cybersecurity professionals available from the Web Added Value Download Resource Center at jrosspub.com/wav *Resumes For Dummies* Joyce Lain Kennedy,1998-05-29 Contains tips and suggestions for creating a resume that will be noticed by prospective employers includes information on choosing a format drafting a summary statement using key words and formatting a digital resume **The Career Change Resume** Karen Hofferber,Kim Isaacs,2003-03-22 Written by the official resume advisers to Monster.com this is the ultimate guide to creating life changing resumes The Career Change Resume helps aspiring career changers reinvent themselves by showing them how to transform their resumes The book includes step by step instructions demonstrating how to craft resumes that open doors to new careers more than 150 sample resumes and cover letters valuable innovative career change tools and strategies and solutions to common problems plaguing career changers **Database and Expert Systems Applications** Christine Strauss,Gabriele Kotsis,A Min Tjoa,Ismail Khalil,2021-08-31 This two volume set LNCS 12923 and 12924 constitutes the thoroughly refereed proceedings of the 5th International Conference on Database and Expert Systems Applications DEXA 2021 Due to COVID 19 pandemic the conference was held virtually The 37 full papers presented together with 31 short papers in these volumes were carefully reviewed and selected from a total of 149 submissions The papers are organized around the following topics big data data analysis and data modeling data mining databases and data management information retrieval prediction and decision support **The Ultimate Job Search** Richard H. Beatty,2006 Job seekers and students looking for a career will find the inside scoop on networking interviewing negotiating job offers succeeding on the job and much more to have a big advantage in getting a job quickly Intelligent strategies help readers avoid common job search pitfalls power up their resumes use search firms to their advantage and orchestrate a targeted direct mail campaign The Ultimate Job Search is filled with tools to guide job seekers through the job search process Helpful self assessment exercises allow students to define a job objective Resume writing tips and formats allow job seekers to create magnetic

correspondence Readers gain information on how to shine during the interview receive valuable advice for negotiating a top salary and learn the eight steps to guaranteed success on the job

Microsoft Office 97 Unleashed Paul McFedries,1996 Learn how to turn the Office suite into a fully integrated business powerhouse and Internet and Intranet publishing tool Topics include integration concepts the power of Word the versatility of Excel the organization of Access the presentation of PowerPoint and the integration of Outlook The CD contains sample spreadsheets databases projects templates and utilities

Creative Job Search ,2005 *Career Management for Scientists and Engineers* John K. Borchardt,2000 There are chapters on networking and working with others what to expect from the day to day working world resumes and job hunting

BOOK JACKET *Father's Handbook for Raising Children* Henry Petersohn, Ph.D,2023-04-28 About the Book This father s handbook is a major improvement over other handbooks for raising your children This up to date book covers common child raising topics often omitted or only summarized in other books Each topic discussed is backed up by provided references with in depth specifics should readers want more details The Father s Handbook for Raising Children includes specific possible actions a father can take rather than just providing do good statements Its practical suggestions will save fathers time and money now and as your child ages About the Author A Ph D is a research and teaching degree Petersohn previously taught business management and statistics and has written on computer topics He personally had to undergo serious cardiac surgery and a stressful recovery and that involved Johns Hopkins and the Med Star Hospital in DC He also had to deal with more than two dozen family medical issues that pushed him into working with London s National Health System and Venice s Mesre as well as the Cleveland Clinic in Cleveland and St Joseph s in Phoenix He was drawn into extensive medical research as family issues became serious which spurred a deep interest in researching medical journals and reports from sources such as NIH Johns Hopkins UCLA Emory University and the MAYO Clinic

Office Word 2003 Robert T. Grauer,Maryann Barber,2004-02 For Introductory Computer courses in Microsoft Office 2003 or courses in Computer Concepts with a lab component for Microsoft Office 2003 applications Master the How and Why of Office 2003 Students master the How and Why of performing tasks in Office and gain a greater understanding of how to use the individual applications together to solve business problems

Communicate! CRA Staff,1998 Job Seeker Secrets Thomas J. Ferrara,2003

Getting and Keeping the Job Val Clark,1999 In what ways is a positive attitude the key to business success How does one assess one s most marketable and transferable job skills What do employers expect in a job applicant or an employee Whether one is looking for one s first job in a technical career field returning to the job market after a lengthy absence or just searching for a more challenging position this book serves as a key to successful job seeking and career advancement This concise well organized book focuses on the self analysis and communication needs of those involved in professional and technical fields who are searching for employment and want to be successful once they ve obtained employment The book s hands on approach provides ample opportunity for self analysis and pre interview preparation The sample resumes letters and

interview skills included in the book make this an essential reference for any job seeker and the sections on workplace communication skills make it a vital resource for anyone new to the job Job seekers new employees people wishing to advance their business or technical careers and employers in these fields A Longwood Professional Book **Communicate**
Comm. Research Staff,1994-03

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Table of Contents Resume Template Compare

1. Understanding the eBook Resume Template Compare
 - The Rise of Digital Reading Resume Template Compare
 - Advantages of eBooks Over Traditional Books
2. Identifying Resume Template Compare
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Resume Template Compare
 - User-Friendly Interface
4. Exploring eBook Recommendations from Resume Template Compare
 - Personalized Recommendations
 - Resume Template Compare User Reviews and Ratings
 - Resume Template Compare and Bestseller Lists
5. Accessing Resume Template Compare Free and Paid eBooks
 - Resume Template Compare Public Domain eBooks
 - Resume Template Compare eBook Subscription Services
 - Resume Template Compare Budget-Friendly Options
6. Navigating Resume Template Compare eBook Formats

- ePub, PDF, MOBI, and More
 - Resume Template Compare Compatibility with Devices
 - Resume Template Compare Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Resume Template Compare
 - Highlighting and Note-Taking Resume Template Compare
 - Interactive Elements Resume Template Compare
 8. Staying Engaged with Resume Template Compare
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Resume Template Compare
 9. Balancing eBooks and Physical Books Resume Template Compare
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Resume Template Compare
 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
 11. Cultivating a Reading Routine Resume Template Compare
 - Setting Reading Goals Resume Template Compare
 - Carving Out Dedicated Reading Time
 12. Sourcing Reliable Information of Resume Template Compare
 - Fact-Checking eBook Content of Resume Template Compare
 - Distinguishing Credible Sources
 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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web jul 20 2023 short sick leave email sample urgent medical treatment subject urgent sick leave request your name dear manager s name i am writing to request an urgent sick leave as i have been advised to undergo a medical procedure treatment that cannot be postponed

how to write a sick leave letter with template and sample - Jan 09 2023

web mar 26 2023 outlined below are the steps on how to write a sick leave letter 1 select the most appropriate formatting you can type your letter in a 10 to 12 point font and use a legible typeface such as arial times new roman or helvetica in the upper left hand corner of the page write the date you want to submit the letter to your direct supervisor

formal leave of absence letter request example the balance - Nov 07 2022

web oct 7 2022 as we discussed yesterday i would like to request a formal leave of absence from my job for family reasons i plan to be away from november 2 2022 to december 30 2022 returning to work on january 3 2023 if approved i would be glad to help with a plan to cover my workload in my absence

sick leave email to manager 31 sample emails simplestic - Oct 06 2022

web aug 4 2023 subject sick leave request hi insert manager name i m writing to request sick leave for the next two days from date through date i have an emergency that requires medical attention please let me know if you have any questions or concerns thanks 26 hi i m writing to request sick leave i will be out of the office on date

how to write a sick leave letter with template and example - Jun 14 2023

web sep 30 2022 a sick leave letter is a formal document from you to your employer in which you can request to take an

extended leave of absence from work because of illness receiving this letter informs the employer about your situation and how long you intend to

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web a request for advanced sick leave is essentially a request for sick leave therefore the medical documentation requirements for granting of sick leave apply for details on supporting evidence for the use of sick leave please see our fact sheet entitled sick leave general information

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web jul 17 2020 advanced sick leave request advanced sick leave request maximum of ten days of advanced sick leave not yet earned can be requested once you have been employed regular full time or half time by une for at least one year

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web aug 18 2022 how to ask for sick leave whether you write a concise email or an in depth sick leave request depends on how many sick days you require and your medical circumstances regardless of how lengthy your sick day email or message is it should include the following information

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web jul 28 2023 a sick leave letter allows you to formally document your request to take an extended leave of absence from work because of illness it allows you to put the dates and details of your absence in writing so everyone understands why and for how long you ll be gone it will also serve as proof in your hr file for the future

how to write a sick leave email with template and example - Mar 31 2022

web mar 9 2023 a sick leave email is an email that an employee sends to notify the business they require sick leave to recover from an illness or injury employees usually send sick leave emails to their direct supervisor or manager to inform them of their condition and inability to complete their usual duties

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web jul 9 2022 a sick leave email allows you to formally document your request to take an extended leave of absence from

work due to illness it allows you to indicate the dates and details of your absence in writing so everyone at work understands why and for how long you will be gone

application for sick leave for office naukri com - Dec 28 2021

web jul 31 2023 begin your letter by explicitly stating that you are requesting sick leave mention the specific dates you need to be absent from work provide a valid reason briefly explain the reason for your sick leave you don t need to go into great detail but mention the illness or health condition that necessitates your absence be honest and transparent

how to ask for a leave of absence from work with examples - Feb 10 2023

web mar 20 2023 make your initial leave of absence request in person or via video conference rather than in writing give sufficient advance notice before taking a leave of absence if possible work with

request for advanced sick leave mrsc - Aug 04 2022

web acknowledge and agree that any sick leave advanced to me is considered a debt and that beginning with the first pay period after the advancement is approved i am required to repay the city of bothell by applying my future sick leave accruals each pay period

how to write a leave request email with examples indeed - Jul 03 2022

web aug 31 2023 leave request due to health conditions you may consider taking some time off work for personal reasons including health problems here s an example leave request message that you can use for it subject leave request due to health condition dear mark i m writing to ask for five days off from 15 to 19 november 2021

how to write a leave of absence request with examples - Apr 12 2023

web jul 31 2023 whatever the case if you need extended time away from work you should submit a leave of absence request to your employer in this article we offer several tips to help you compose a professional leave of absence request that appropriately addresses you and your employer s needs

how to write a sick leave letter with template and example - Sep 05 2022

web mar 6 2023 a sick leave letter is a document an employee can send to a manager or supervisor to request time off work because of an illness or injury it s important for an employee to request sick leave if they cannot perform their job duties effectively

how to write a leave application at an office with example - Jun 02 2022

web feb 3 2023 1 review your organization s leave policies before writing your leave application letter check your employee handbook or consult with human resources to determine what information they need to approve your request for example they may require fmla paperwork or a doctor s note for official medical leave

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web the comrades marathon is an ultramarathon of approximately 88 kilometres 55 mi 1 which is run annually in the kwazulu natal province of south africa between the cities of durban and pietermaritzburg it is the world s largest and oldest ultramarathon race 2

comrades 89k overview marathon tours and travel - Sep 05 2022

web the approximately 89k runs from pietermaritzburg to durban in the even numbered years and from durban to pietermaritzburg in the odd numbered years the 2023 race is a down run starting at the city hall in pietermaritzburg and finishing at the moes mabhida stadium in durban the race distance is approximately 90.2k

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