

[Full Name]

[Job Title]

[Telephone] | [Email address] | [Street address, City, State ZIP code]

Summary

[Transitioning from [insert background] and seeking a full-time role in the field of Information Technology. ____ years of experience in [insert relevant skills to the role, like project management, customer service, etc.]. Recently completed the Google IT Support Professional Certificate – an eight-month intensive IT support program that covers troubleshooting, customer service, networking, operating systems, system administration, and security, and includes evaluative hands-on assessments.]

Credentials

Google IT Support Professional Certificate	[Month/Year received]
License, State of [State Name]	[Month/Year received]

Experience

[Job Title], [Employer Name], [City, State]	[Years From–To]
[Description]	

[Job Title], [Employer Name], [City, State]	[Years From–To]
[Description]	

[Job Title], [Employer Name], [City, State]	[Years From–To]
[Description]	

Education

Degree, Major, [School Name], [City, State]	[Year degree was awarded]
[Had a scholarship or graduated with honors? This is the place to shout about it!]	

Projects

[Title], [Organization Name, if applicable], [City, State]	[Years From–To]
[Add an example here of a time that you developed an elegant solution using IT, or highlight any IT support work that you provided for your personal network or community and relate it back to the position you are applying for.]	

***Formatting note:** To add or delete a row from this or any table in this resume, just click in a row and then, on the Table Tools layout tab of the ribbon, click an Insert or Delete option.