**How to Create a Tailored Resume for Cybersecurity Roles**

**General Tips**

* A resume (also called a CV) is your professional summary tailored to the job you're applying for.
* You **don’t need prior cybersecurity experience**—skills from this certificate program and past roles are valuable and transferable.
* Keep resumes to **2 pages max** and focus on the last **10 years or less** of experience.
* Always proofread for grammar and spelling errors.
* Use word processors like **Google Docs** or **OpenOffice**, or search for **“free resume template”** online.

**Resume Structure**

**1. Header**

* Include:
  + **Name**
  + **Professional Title** (e.g., *Security Analyst*)
  + **Contact Info** (email, phone)

**2. Summary Statement**

* 1–2 sentences about your strengths and goals
* Tailor it to the job description using relevant keywords  
  *Example:*

*Motivated security analyst seeking an entry-level cybersecurity position to apply skills in network security, policy creation, and organizational risk management.*

**3. Skills Section (Bulleted List)**  
Include relevant technical and soft skills, such as:

* Python, SQL
* Linux command line
* SIEM tools, packet sniffers
* NIST CSF, CIA Triad
* Risk analysis and mitigation
* Security mindset
* Detail orientation, collaboration
* Strong written and verbal communication

**4. Experience Section**

* List **past jobs** with:
  + Job title
  + Company name
  + Dates of employment
  + Bullet points describing your work using **action verbs**
  + **Quantify achievements** where possible  
    *Example:*

*Collaborated with a team of six to develop training for more than 25 employees.*

* Highlight tech- or security-related aspects of your roles—even if not in a cybersecurity job

**5. Education & Certifications**

* List most recent first
* Include:
  + Degrees, certifications (e.g., Google Cybersecurity Certificate)
  + Schools or issuing organizations
  + Relevant coursework
  + Use “*In progress*” if not yet complete

**Final Tips**

* Customize your resume for **each job** by aligning with the job description.
* Be honest and clear—emphasize what makes **you** a strong fit.
* Review templates carefully—**replace all placeholder text** with your actual info.

**Next Step: Prepare for the Interview Process.**