Akihito Sato IT Specialist

(702) 555-0156 | akihito@mail.com | Albany, NY | @username

# Career Summary

Let your resume show why you are the best candidate for the job position. Keep your resume professional and never lie on your resume. The professional profile section should show what you can do and offer to the potential employer. Here is your chance to get the employer’s attention and invite the reader to learn more about you. Keep in mind what the company is looking for and how you can meet their needs. Sprinkle action verbs and words mentioned in the job position description and the ones commonly used in your industry throughout your resume.

# Technical Skills

Automation | Backup management | Cloud computing | Data analysis | Encryption | Firewall configuration | Graphic design | Hardware maintenance | IT support | JavaScript development

# Projects

## IT Specialist | Wide World Importers | Albany, NY Dec 20XX – present

When applying to a particular job position, include only directly connected information to the job opening. Don’t clutter your resume with full paragraphs. Instead, you can write a short description followed by 3 to 5 bullet points explaining the previous position and achievements. Sometimes only bullet points are enough. Use each bullet point to relate to the job position directly.

* Don’t create dull lists of duties and responsibilities. You can use PAR statements to create accomplishment statements to talk about your work experience. P = Problem, Issue, Challenge, or Opportunity; A = Action you took to deal with the situation.
* For example, how many, what specific, or how much. Include powerful resume action verbs and active voice.

## IT Specialist | Proseware, Inc. | New York, NY Jun 20XX – Dec 20XX

Similarly, include only relevant skills, education, and awards related to the job opening that make you more qualified for the job. Skip skills that are given or outdated as you’re expected to know them already, for example, Microsoft Word. Instead, focus on specific programs, computer languages, or apps beneficial for the job position.

* You don’t need to include your full home address. For privacy reasons, it’s better to include only the city and state.
* Use only a professional email address with your first and last name. The phone number should be answered only by you and include a link to your LinkedIn account so that the hiring manager can find more information about you easily.

## IT Specialist | Relecloud | Manhattan, NY Apr 20XX – May 20XX

Keep your resume to 1 page or a maximum of 2 pages. If you feel like you need more pages, you probably include unnecessary and not relevant information. Double-check for any typos or grammatical errors. These are a big NO for many hiring managers.

* Don’t include “References Upon Request” or references in your resume.
* For more resume tips, check the second page of the 2-page resume template.

# Education

## Master’s Degree | Business Communication | University Name 20XX – 20XX

## Bachelor’s Degree | Marketing Communication | University Name 20XX – 20XX

# Interests

Writing short stories | Abstract photography | Learning Japanese & Spanish | Playing piano – Beethoven, Chopin, Bach, pop songs | Watercolor painting | Yoga & mindfulness