

Entry-Level IT Resume

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Objective

Motivated IT graduate seeking an entry-level position to apply technical knowledge and contribute to effective IT support, systems administration, or network infrastructure management in a dynamic organization.

Education

Bachelor of Science in Information Technology

XYZ University, City

Year – Year

CGPA: 8.2/10

Relevant Coursework: Networking, Information Security, Database Systems, IT Infrastructure, Cloud Computing

Certifications

- CompTIA A+ Certification
- Cisco Certified Network Associate (CCNA) – In Progress
- Google IT Support Professional Certificate – Coursera

Technical Skills

Languages: Python, Bash, PowerShell

Technologies: Windows Server, Linux, Active Directory, DHCP, DNS

Tools: Wireshark, VirtualBox, Git, MS Office, MySQL

Other: Troubleshooting, Hardware Setup, Network Configuration

Projects

Home Network Lab Setup –

- Built and configured a virtual network using VirtualBox with simulated DNS, DHCP, and file servers.
- Practiced user/group policies and remote access configurations using Windows Server 2019.

IT Helpdesk Ticketing System –

- Developed a simple ticketing system using PHP and MySQL for issue tracking and response.
- Included role-based access for users and admins with automated email notifications.

Internship Experience

IT Support Intern — ABC Corp –

Month Year – Month Year

- Assisted in diagnosing hardware/software issues for over 100 employees.
- Supported installation of OS, antivirus software, and routine updates.
- Documented helpdesk resolutions and improved turnaround time by 15%.

Achievements

- Secured 1st place in inter-college tech quiz on networking fundamentals.
- Volunteer IT coordinator for University TechFest 2024.

Extracurriculars

- Member, Network Enthusiasts Club – organized weekly labs and knowledge-sharing sessions.
- Participated in cybersecurity workshops hosted by industry professionals.