

# How to Add Google IT Support Certificate to Your Resume and LinkedIn Profile

 [coursera.org/learn/it-security/supplement/w6TN0/how-to-add-google-it-support-certificate-to-your-resume-and-linkedin-profile](https://coursera.org/learn/it-security/supplement/w6TN0/how-to-add-google-it-support-certificate-to-your-resume-and-linkedin-profile)

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Congratulations on earning your Google IT Support Professional Certificate! Now it's time to let the world know about your new certificate and the skills you gained to help advance your career.

Below is a comprehensive list of skills that the Google IT Support Professional Certificate was designed to develop, along with advice for adding them to your resume and LinkedIn profile.

## GOOGLE IT SUPPORT PROFESSIONAL CERTIFICATE SKILLS LIST

- Basic computer architecture
- Operating systems (Windows, Linux)
- Remote connection and virtual machines
- Computer networking
- Software management
- Troubleshooting
- Customer service
- Routing concepts
- VPNs and proxies
- Permissioning
- Package and software management
- Process management
- Resource monitoring
- Systems administration
- Configuration

- Centralized management
- Implementing/managing directory services
- Data management and recovery
- IT security
- Cryptology/encryption
- Hashing
- Network security

## ADDING GOOGLE IT SUPPORT CERTIFICATE TO YOUR RESUME

If you'd like to build your resume from scratch, make sure to scroll down to the bottom of this page to download PDFs of resume templates to help you get started. Keep in mind, these are just sample resumes, and you should customize them as you see fit!

To add the Google IT Support Professional Certificate to your current resume, you can follow the steps below.

List the certificate under the Education section of your resume. Example:

EDUCATION	
Google IT Support Professional Certificate - Coursera, online	2019
Associate of Arts in Business - Bunker Hill Community College, Boston, MA	2013

Add the most relevant skills to the Skills/Proficiencies section of your resume. To identify what's most relevant, focus on your strongest skills, and the ones that are most prevalent in the job descriptions for the roles you're applying to. Example:

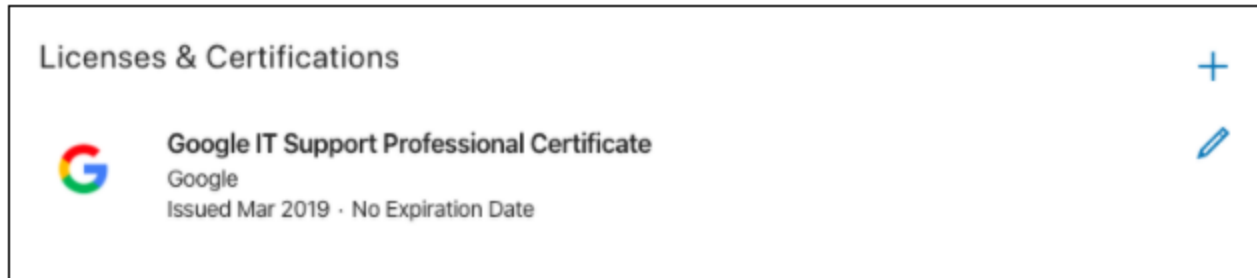
TECHNICAL & BUSINESS PROFICIENCIES
<b>Technical:</b> [Insert examples here, like Linux, Windows, troubleshooting, networking, directory services, cybersecurity]
<b>Business:</b> [Insert examples here, like customer support, project management, process improvement]

If the Google IT Support Professional Certificate is your primary qualification for the roles you're applying for, you can include information about it in the Summary section of your resume. Example:

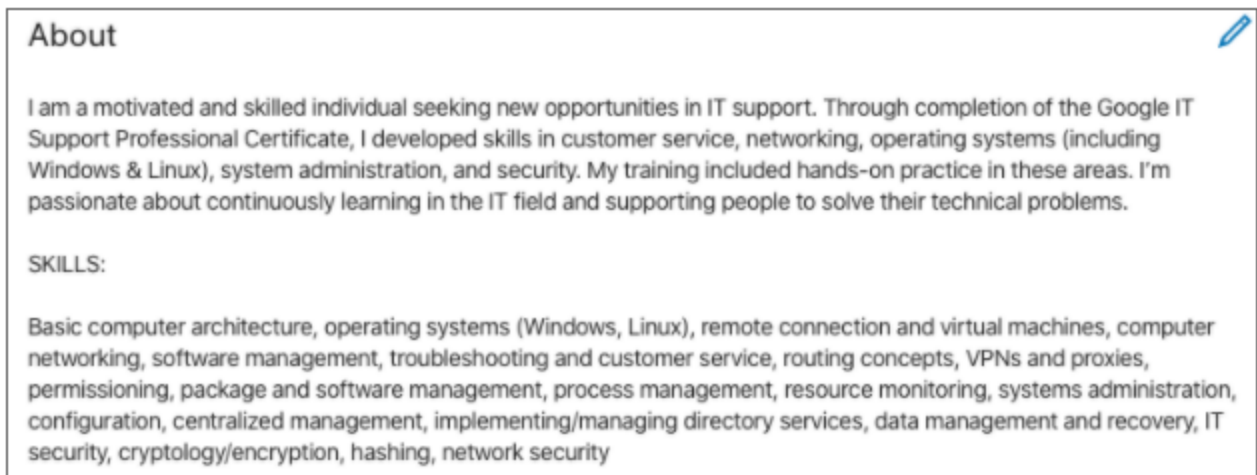
Entry-level IT support professional; recently completed the Google IT Support Professional Certificate — a hands-on IT support program that covers troubleshooting, customer service, networking, operating systems, system administration, and security

## LINKEDIN

List the certificate under the Licenses & Certifications section of your LinkedIn Profile.  
Example:



Describe your Google IT training in the Summary (About) section of your LinkedIn profile. It's helpful to frame this credential in the context of your career if you have previous experience. [Learn more about writing an engaging LinkedIn summary](#).  
Example:



You can list your skills under the Skills section of your LinkedIn profile and [collect endorsements](#) from your network. Example:

Skills & Endorsements

Add a new skill 

Troubleshooting

Customer Service

Operating Systems

Show more 

Consider including the certificate in your LinkedIn headline. Example:

Jane Doe

Customer Service Representative | Google IT Support  
Professional Certificate

Mountain View, California, United States · [Contact info](#)



[Resume Example 1\\_Google IT Support.pdf](#)

[PDF File](#)



[Resume Example 2\\_Google IT Support.pdf](#)

[PDF File](#)



[Resume Example 3\\_Google IT Support \(1\).pdf](#)

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