



 **Video:** Framing yourself  
1 min


 **Reading:** How to Add Google IT Support Certificate to Your Resume and LinkedIn Profile  
10 min


 **Reading:** Common Job Search Terms  
10 min


 **Reading:** Module 6 Glossary  
10 min


 **Reading:** Course 5 Glossary  
10 min

 **Discussion Prompt:** Your Learning Journey  
10 min

 **Video:** Congratulations!  
51 sec

 **Reading:** Information and FAQs about badges  
10 min

 **Practice Quiz:** Your Access to Google Job Search Resources  
1 question

 **Ungraded Plugin:** Google IT Cert Participant Exit Survey  
10 min

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

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	
Technical:	[Insert examples here, like Linux, Windows, troubleshooting, networking, directory services, cybersecurity]
Business:	[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
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## LINKEDIN

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

Licenses & Certifications		+
	Google IT Support Professional Certificate Google Issued Mar 2019 · No Expiration Date	

- 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:


About	
I am a motivated and skilled individual seeking new opportunities in IT support. Through completion of the Google IT Support Professional Certificate, I developed skills in customer service, networking, operating systems (including Windows & Linux), system administration, and security. My training included hands-on practice in these areas. I'm passionate about continuously learning in the IT field and supporting people to solve their technical problems.	
SKILLS:	
Basic computer architecture, operating systems (Windows, Linux), remote connection and virtual machines, computer networking, software management, troubleshooting and 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	


- 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 · <a href="#">Contact info</a>

 **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**  
PDF File

Mark as completed