Risk in the Workplace Users **Incident Handling Graded Assessments** Course Wrap Up Video: Framing yourself Support Certificate to Your Resume and LinkedIn Profile Reading: Common Job Search Terms Reading: Module 6 Glossary 10 min Reading: Course 5 Glossary Discussion Prompt: Your Learning 10 min Video: Congratulations! 51 sec Reading: Information and FAQs about badges

Practice Quiz: Your Access to Google Job Search Resources

(1) Ungraded Plugin: Google IT Cert

Participant Exit Survey

1 question

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

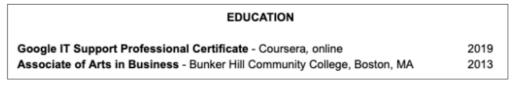
- Basic computer architecture
- Operating systems (Windows, Linux)
- Remote connection and virtual machines
- Computer networking
- Software management
 - Troubleshooting
 - Customer service
 - Routing concepts
 - VPNs and proxies
 - Permissioning
 - Package and software management
 - Process management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



• 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:

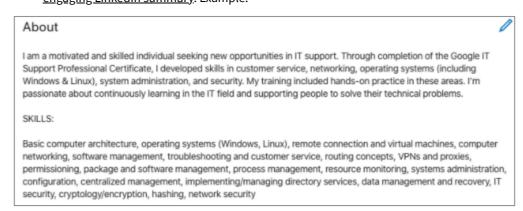
Entry-level IT support professional; recently completed the Google IT Support Professional Certificate — a hands-on IT support program that covers troubleshooting, customer service, networking, operating systems, system administration, and security

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. LinkedIn summary. Example:

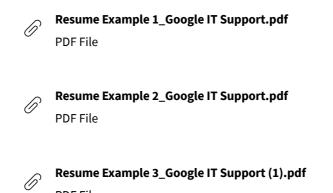


• You can list your skills under the Skills section of your LinkedIn profile and <u>collect endorsements</u> from your network. Example:



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



Mark as completed