**FIRST LAST**

(555) 555-555 | email@outlook.com | City,State | www.linkedin.com/in/profile

CERTIFICATIONS

|  |  |
| --- | --- |
| * Section to add certificates. Place on top if highlighting * certifications that are often listed in job requirements like * CCNP. VCP, MCSE, Cloud Associate. Otherwise move to bottom. | * If you have less than three, consider * combining this section with education. * . |
|  |  |

EDUCATION – Located at the top to highlight a recent achievement such as a masters. Otherwise move to bottom.

**Master of IT(2021)**

University of America 2.0 | Anytown, OO

**Bachelor of Science, IT Science (2017)**

University of America | Anytown, OO

TECHNICAL SKILLS

|  |  |  |
| --- | --- | --- |
| * List skills here that you are | * Run your resume through | * Don’t forget to include |
| * Comfortable answering question during the interview. | * A resume builder like the one on linkedin. It will flag keywords | * A couple of soft skills as well. Such as: |
| * This is a good area to list keywords | * Missing from your job summary | * Project Management |
| * like Active Directory, Group Policies | * that you can place in this section, | * End User Support |
| And TCP/IP | * As long as you can answer Qs. | * Systems Documenting |

## PROFESSIONAL EXPERIENCE

**Company Name, Inc.** | Anytown, OO

**An Administrator** (Dec. 2019 to Present)

A brief one to two sentences and lines giving a summary of your position responsibilities. This is an excellent location to insert other key words that you can’t fit in elsewhere that are marked by a resume builder, like “system administration” or “network administration”.

* Use two – three bullet points to highlight major job accomplishments or projects. This is less “what you were responsible for” and more “this is how I improved the company”
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**Company Name**| Anytown, OO

**An Administrator** (Dec. 2018 to Dec. 2019)

**An Analyst** (May 2018 to Dec. 2018)

A brief one to two sentences and lines giving a summary of your position responsibilities. This is an excellent location to insert other key words that you can’t fit in elsewhere that are marked by a resume builder, like “system administration” or “network administration”.

* Use two – three bullet points to highlight major job accomplishments or projects. This is less “what you were responsible for” and more “this is how I improved the company”
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