**Learner Name**

[City, State] | [Phone] | [Professional Email] | [LinkedIn] | [GitHub]

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Dedicated and motivated [field/industry] professional with a solid foundation in [mention relevant skills or knowledge areas]. Proven track record of [mentioned accomplishments or unique traits]. Seeking to leverage my technical expertise and [mention any additional talents or qualities] to contribute to [target company or industry].

**Technical Skills: (This section will need to be adjusted based on course):**

Programming Languages: - [List relevant programming languages and proficiency levels]

Web Development: -[List web development skills and proficiency levels]

Database Management: - [List database management skills and proficiency levels]

Software Tools: - [List software tools or applications you are proficient in]

**Projects:**

[Project Title]

[Date Completed]

- [Brief project description]

- [Highlight your role and contributions]

- [Outcome or results achieved]

**Certificates/Training/Education (Section should be in reverse chronological order):**

Training from [Organization] in [Subject]

[Date Earned]

- [Brief description of the training including hours in training, method of training, skills learned, technologies]

[Associate, Bachelor, Masters] of [Insert Field] in [Your Major]

[University Name], [City, State]

- Relevant courses: [List relevant courses if you have not completed the degree]

- Accomplishments/awards won from education

Certification in [Certification Name]

[Certifying Organization], [Date Earned]

- [Brief description of the certification and its relevance]

**Optional-Internship:**

[Position Title]

[Company Name], [City, State]

[Dates of Internship]

- [Brief description of the internship role]

- [Highlight your contributions and skills gained]

**Relevant Experience (or Work Experience):**

[Job Title]

[Company Name], [City, State]

[Dates of Employment]

- [Begin each bullet point with a strong action verb]

- [Highlight specific accomplishments, metrics, and contributions]

- [Quantify your achievements when possible]

**Optional-Volunteer Experience:**

[Volunteer Position]

[Organization Name], [City, State]

[Dates of Volunteer Service]

- [Briefly describe your volunteer role and responsibilities]

- [Highlight any transferable skills or accomplishments]

**Learner Name**

City, State | Phone | Professional Email | [LinkedIn](http://linked.com) | [GitHub](http://github.com)

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**Professional Summary/Summary of Qualifications:**

* IT Professional with experience in……..and skills in communication, development and implementation wanting to add value to your company as your employee.

**Technical Skills or Skills:**

* Use the course outline, syllabus, and previous experience to create this section. This will include either skills category based on type, skill proficiency rating, bullet list, or columns.
* If you have areas that are transferable and have limited technical knowledge, this section could be recommended to just skills.

**Projects:**

* Per Scholas Project submitted (date)

**Certificates/Training/Education:**

* Adjust this category as needed. Depending on your education level, there will also be an option for two sections if the learner chooses to. Learners will be advised that any “certification” that carries renewals only be listed if those are active.
* Per Scholas will be listed in training or education ONLY. The learners will be advised not to place this in an “experience” or “internship” section.

**\*\*Optional\*\* Internship:**

* This would be used if the learner has relevant experience from their education and adds to their technical knowledge or a soft skills strength such as leadership, communication, customer service, etc.

**\*\*Optional\*\* Awards and Achievements:**

* If you demonstrate achievements in education that you are looking to include, they could also include this section at the end of their resume or under the education section, depending on how extensive the information is.

**Professional/Employment History (Could Just Be Work Experience if coming from another field):**

* Create impactful bullet points demonstrating unique qualities and accomplishments in their roles.
* Sessions will demonstrate how to include metrics met, achievements, workflow improvements, and numbers to show volumes served (**avoid generic statements**- what was the initiative/the impact to the business)
* Bullet recommendations will be 3-6 statements depending on the role - will include verb tense, not using periods on bullets, and experiences within the last ten years.

**\*\*Optional\*\* Volunteer Experience:**

* This section could be included for learners that have transferable skills from volunteering, are on a break but have been volunteering for organizations/schools, or have had an educational experience that had them volunteer.

**<First Name> <Last Name>**

<email> | <phone number> | <View My LinkedIn> | <Your Location>

**PROFESSIONAL SUMMARY:** Anemerging, **Fully Certified CompTIA A+ Technology Professional** recently graduated from Per Scholas \_\_\_\_\_\_ class. Prior professional experience includes *<working or success>* in the \_\_\_\_\_ industry and \_\_\_\_\_ industry with a total of \_\_\_\_ years of professional experience. Experience at Per Scholas over 12 weeks included \_\_\_\_\_\_\_, \_\_\_\_, \_\_\_\_\_\_, and \_\_\_\_resulted in achieving my CompTIA A+ certification. Fusing prior work experience with transferable skills and robust technology skills learned through Per Scholas evokes my eagerness to make an impact in the technology profession.

**TECHNICAL SKILLS:**

* *IT Support: < ex.*  *Active Directory, Software Installation, Networking Systems, Configure/Install OS, Hardware Set-up*>
* Cyber Security: *<ex. name software, or specific traits: Email Phishing, Blue Team, Red Team>*
* Project Management: *<ex. Atlassian Suite, Jira, Confluence>*
* Creative/Marketing: *<ex.Adobe Creative Suite: Photoshop, Illustrator, WordPress, Shopify, Squarespace>*
* Front End Development: *<ex. HTML, CSS, HTML5, CSS3, JavaScript, React>*
* Back End Development: *<ex. Java, .Net, C#>*
* DevOps / Cloud: *<ex. Selenium, Docker, Kubernetes, AWS, Google Cloud, Azure>*

**CERTIFICATIONS | BADGES:**

Per Scholas| **COMPTIA A+ Certified** 2022-2023

**EDUCATION:**

University of North Carolina at Charlotte | **Bachelor's in Communication Studies**  2015 - 2017

Central Piedmont Community College | **Associates, Business Administration**  1998 - 2001

**PROFESSIONAL EXPERIENCE:**

**Patient Service Specialist** Aug. 2020 - Present

OrthoCarolina

* Process on average 25+ patients for orthopedic urgent care on a daily basis
* Maintain a collection rate of 70% monthly, reducing the organization's debt collection rate
* Collaborate with teams to support various locations & departments with personnel coverage on a weekly basis
* Asset tracking of peripheral devices

**Office Administrator** Jan. 2018 - Dec. 2021

OrthoFit Brace & Limb

* Managed an office of six employees, maximizing productivity throughout the office.
* Processed shipping/receiving of 20+ boxes daily to maintain scheduled patient appointments
* Coordinated patient scheduling for three providers to optimize efficient time management
* Verified/authorized monthly insurance for over 60 patients, ensuring timely and cost-effective delivery of patients’ medical equipment

**SECONDARY LANGUAGES:** *<if applicable>*

**Resume templates per training track:**

[**Software Engineering Template - Resume**](https://docs.google.com/document/d/1JjKdCePJRMo6ZIjdcajfyKxsIHHUWsVi/edit?usp=sharing&ouid=107638838875740776713&rtpof=true&sd=true)

[**AWS re/Start Template - Resume**](https://docs.google.com/document/d/1YeiYvVfUEDOTq1tQe5t2iuwSoPnSJZ0R/edit?usp=sharing&ouid=107638838875740776713&rtpof=true&sd=true)

[**EUDS | IT Support Template - Resume**](https://docs.google.com/document/d/1k_9GUrzplxfvL18kMW7Xn70RJkQU-zaE/edit?usp=sharing&ouid=107638838875740776713&rtpof=true&sd=true)

[**Cyber Security Template - Resume**](https://docs.google.com/document/d/1p1au-kjyYjPglSoEsmWQx7QIrpDZ29NC/edit?usp=sharing&ouid=107638838875740776713&rtpof=true&sd=true)

[**Full Stack Java Template - Resume**](https://docs.google.com/document/d/1QsJ-nyrdOuVJfTMk4X5Zs7-kPSE1FHVx/edit?usp=sharing&ouid=107638838875740776713&rtpof=true&sd=true)

[**Salesforce Administrator Template - Resume**](https://docs.google.com/document/d/1VOEUyP4AJmjcS_RfgW3zsoQgfrAaO8CG/edit?usp=sharing&ouid=107638838875740776713&rtpof=true&sd=true)

**Additional Notes:**

- [Technical Skills to add to Resume](https://docs.google.com/document/d/1Stll0m81pqP-smlZdYrr-T7f7gbwxU8BBHKprObhrkg/edit?usp=sharing) (Listed Per Training Track)

- Acceptable font: Arial, Calibri, Helvetica, Times New Roman, Georgia and Roboto

- Font size: 10-12 points, keep consistent throughout

- Ensure your resume is 1-2 pages in length.

- Pay attention to grammar and spelling.

- Do not use "I," "me," or "my" in your resume.

- Dates and bullets should be formatted so they “line up” evenly, from top to bottom.

- Spelling and grammar. Proofread your resume thoroughly.

- Do not include photos, templates, unique icons, tables, or boxes.

- Create a master resume to tailor your resume for different job applications easily.

- Make sure to customize your resume for each job application based on the job requirements and preferences of the recruiter.