

[Full Name]

(xxx) xxx-xxxx | [City, State] | [Email address] | www.linkedin.com/in/xxxxxxx

Entry-level IT support professional seeking a full-time role in Information Technology. Recently completed the Google IT Support Professional Certificate — an eight-month IT support program that covers troubleshooting, customer service, networking, operating systems, system administration, and security, and includes hands-on labs.

WORK & RELEVANT EXPERIENCE

[Position Title] [Company Location]

[Company Name] [Month/Year started - Month/Year ended]

- [Projects executed/accomplishments]
- [Projects executed/accomplishments]
- [Projects executed/accomplishments]

[Position Title] [Company Location]

[Company Name] [Month/Year started - Month/Year ended]

- [Projects executed/accomplishments]
- [Projects executed/accomplishments]
- [Projects executed/accomplishments]

[Position Title] [Company Location]

[Company Name] [Month/Year started - Month/Year ended]

- [Projects executed/accomplishments]
- [Projects executed/accomplishments]
- [Projects executed/accomplishments]

EDUCATION

Google IT Support Professional Certificate [Month/Year received]

Eight-month IT support program, developed by Google, that covers troubleshooting, customer service, networking, operating systems, system administration, and security, and includes hands-on labs

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]

PROJECTS

IT Support Sep. 2016 - Dec. 2016

[Add an example here of a time that you developed an elegant solution using IT, or highlight any IT support work that you provided for your personal network or community.]

ADDITIONAL SKILLS

- Competitive Latin ballroom dancer
- Creative writer and moderator of several writing forums

