

Your Name

 Address City, State

 youremail@nomail.com

 555.555.5555

Professional Profile

Use this area to briefly sell yourself and prove that your awesome skills and achievements can truly help the organization to which you're applying.

Experience

POSITION TITLE HERE / INTERNSHIP

Company or School District/Date Range

Describe your achievements while in this position, and use action words like "managed" and "completed" instead of the passive "responsible for." Do not just list your job duties or copy your job description! What did you do in this position that could benefit the company you're applying to?

- List any accomplishments, skills you acquired, things you learned.
- Concentrate on really selling yourself and proving to your future employer how valuable you are as an employee.
- If you have specific numbers to quantify any accomplishments, use them! Numbers are key. You might have to do a little math to get numbers or percentages that really show how great you are.

Education

DEGREE /PATH

School District/Date Range

Technical Skills Projects/Achievements/Certifications

- Operating Systems: Windows Server (2003, 2008) Windows (XP, Vista, 7,8) Mac OS
- Hardware and Tools: MS Office (Word, Excel, PowerPoint, Outlook), Visio, MS Exchange, Anti-Virus, Corel Draw, Telnet, Ping Utilities, TFTP, QuickBooks, OTRS, Whats Up Gold, PRTG, Total Network Monitor, Orion Solarwinds, Cisco Works, HPNA, WANDL
- Networking: Cisco Router, Cisco switch, Alcatel Router, ASA Firewalls, Juniper Routers, Juniper Switches, Wireless 2-5 Ghz Radio, DLink, RAD, Cisco Aeronet), Wireless 6-40 Ghz Radio Trango, NetGear, Fortinet, Channel Gateway
- Programming Languages: C++, Java, JavaScript, Python, Ruby, SQL, Perl, Swift, Scala, Elixir, R
- National Honor Society, Clubs, Volunteer activities
- Highlight completed projects and outcomes
- Certification name, date and certifying body