**Name**

Email • Phone • City, State

Fully Work Authorized • No Visa Sponsorship Required • Open to Relocation

**PROFESSIONAL SUMMARY**

(Profession Title) with (#) years of experience in (key technical skill), (key technical skill), and (key technical skill). Seeking opportunity as (job title).

**Technical Key Skills:**

**Certifications:** Acronyms for certifications you have

**Languages:** Programming languages that you have experience using

**Systems:** Operating systems you have experience working with including system versions

**Databases:** Database systems you have used or can develop

**Methodologies:** Development or project methodologies you have used or worked under

**Administration :** Tools or software used to administer systems or networks

**Hardware:** Computer system or networking hardware you have worked with

**Software:** Relevantsoftware that you have used or configured before

**Networking:** Networking protocols or tools

**Cloud Computing:** Machine learning and AI, cloud migration and multi-cloud deployment, automation

*\*Add more categories if necessary\**

**PROFESSIONAL EXPERIENCE**

**Position Title Start Month/Year – End Month/Year**

**Company Name,** City, Country

*Type of business, type of projects company specializes in (if applicable), and number of staff/annual revenue if known*

* General summary of your responsibilities/achievements in this role and the technologies you used
* What software/processes did you design/develop/deploy? What result or impact did your actions have (i.e. improved user experience, lowered costs, improved performance, increased efficiency, etc.)?
* What network/systems did you deploy/develop/upgrade/migrate/manage/troubleshoot? What result or impact did your actions have (i.e. reduced backup times, improved user experience, lower costs, improved performance, etc.)? What technologies did you use?
* How many projects (#) you worked on/contributed to in total? Type of project and range of project budgets, in USD, if you know them (i.e. USD $3-4M)
* If you worked in a team, how many people were on the team? Who were they (engineers, developers, technicians, etc.)?
* Did you manage staff in this position? How many staff members did you manage? What types of staff (types and number of engineers, designers, technicians, etc.)? What were the results of your management?
* Who did you work/liaise with designers, managers, teammates, clients, government authorities, and other stakeholders? Explain the purpose and results of these interactions
* List 1-3 specific accomplishments using **actions**, **results**, and **timeframe**. Think of a time you saved money for a client, implemented a new process that increased efficiency, or reduced the timeline for a project by improving the design, among other accomplishments. Specify the technologies you use to accomplish these results

*\*Continue listing positions/promotions as necessary, using this format, with your most recent position at the top\**

**ADDITIONAL WORK EXPERIENCE**

**Survival Job/Volunteer Position Title, Company Name,** City, State **Start Month/Year – End Month/Year**

**EDUCATION**

**Highest Degree Title Year of Graduation**

**Name of University**, City, Country

*Description of the university including any relevant rank the university held and accreditation*

*\*Continue listing degrees (Bachelor or above) if you have them, using this format, with the most recent degree at the top\**

**PROFESSIONAL DEVELOPMENT/AFFILIATIONS**

* List relevant courses, certifications or seminars, Institution, City, State **Year of Membership/Certification**