**Name**

Email • Phone • City, State

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

**PROFESSIONAL SUMMARY**

(Network or Systems) Engineer with (#) years of experience in (key technical skill), (key technical skill), and (key technical skill). Seeking opportunity as \_\_\_\_\_\_\_\_\_\_.

**Key Skills:**

**Certifications:** CCNA, MCTS, etc.

**Systems:** Windows (XP, 7, 8), Mac OSX, Linux (Ubuntu, Red Hat), etc.

**Administration:** Active Directory, MS Exchange, etc.

**Security:** PGP, SSL, etc.

**Networking:** VoIP, QoS, LAN/WAN,TCP/IP, SMTP, etc.

**Virtualization:** VMWare, MS Hyper-V, etc.

**Cloud:** MS Azure, SharePoint, Salesforce, etc.

**Hardware:** Cisco(Servers, Switches, Routers), cabling (UTP/Optical Fiber), etc.

**Firewalls:** Cisco PIX, ASA, etc.

**Languages:** PHP,MySQL, etc.

**Software:** MS Project, SharePoint, AVG, etc.

*\*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), information on the business size if applicable (how many offices, offices in how many countries, etc.), and number of employees*

* General summary of your duties/responsibilities in this role, including size of the system you were maintaining
* What networks/systems did you deploy/develop/configure/upgrade/manage/troubleshoot? What result or impact did your actions have (e.g. reduced backup times, improved user experience, lower costs, improved performance, etc.)? By how much and in what timeframe? What technologies did you use?
* What system/hardware migrations did you support/manage/implement, if relevant? What were the results/impact of the migration?
* What experience do you have with system backup/recovery? Include the specific results/impact of your actions and their timeframe.
* Do you have experience working with third party providers/services (outsourced services)? If yes, in what context and to what result/impact?
* How many staff members did you manage in this position if any? Were you involved in training/hiring? And what types of staff (types and number of engineers, technicians, business analysts, etc.)
* What types of documentation/reports/presentations did you prepare (system status, progress updates, reports etc.)? Who did you submit these to?
* List 1-3 specific accomplishments, if relevant, using **actions, results,** and **timeframe** to specify: did you save any money for a client, implement a new process that increased efficiency, reduce the timeline for a project by improving the design, etc.? What technologies did you use in these accomplishments?

*\*Repeat as necessary, listing work experience in chronological order starting with your most recent position\**

**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 most recent degree at the top\**

**PROFESSIONAL DEVELOPMENT/AFFILIATIONS**

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