JANE DOE
System Administrator

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PROFESSIONAL SUMMARY

Creating an effective summary is the most important part of your resume, and if done well will take at least 40% of the time. When I am preparing a resume, I usually complete this section last so that I can tie the different sections together into a unified whole. Simply stated, it is your Product Description similar to an item presented on Amazon. It tells the reader why you would be the ideal choice, important features, proven successes and unique advantages to the competition. It is also the location where you include a selection of the actual keywords included in the job listing. I like to call it an "elevator pitch" a two minute presentation detailing why you are the perfect selection for the job.

EXPERIENCE

Company, City and State   From – To
Position
- *Achievement, ideally supported by a number (i.e.10% rise in efficiency, 12% reduction in costs)*
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Then each previous position going back no further than 15 Years.
Sometimes not easy to do but remember not to present a simple list of responsibilities. This shows only what YOU WERE SUPPOSED TO DO. Whenever possible, structure this area as WHAT YOU SUCCEEDED IN GETTING DONE. Employers want proven results.

DON'T SAY
- *Managed the Support Hotline at Acme for 7 Years*

INSTEAD SAY
- Increased the number of issues resolved per day from 75 to 169 over 2 years.
- Decreased response time by 33% during current fiscal year.

EDUCATIONAL EXPERIENCE

Educational Institution, City, State
Degree major
- Achievement
- Extra-Curricular Activities.

If you are currently pursuing a degree or advanced degree, and are less than one year from completion, feel free to include this. Also, don't forget to include the anticipated date of graduation.

CAREER DEVELOPMENT

- Cisco Certified Network Associate (CCNA) ...
- Network+ ...
- Apple Certified Associate (ACA) ...
- CompTIA A+ Technician. ...
- Certified Information System Security Professional (CISSP) ...

Important to include since these show that you have developed your talents throughout your career and are dedicated to your profession. Even more important is that, depending upon your profession, they are often KEYWORD that are used to grade your application by an ATS system, and have a direct influence on being contacted for an interview. The examples above are directly related to an Information Technology position.

COMMUNITY INVOLVEMENT

Organization, City, State   From - To
Role
 Accomplishments
An optional section, depending upon your personal interests and history. During the later stages of the hiring process this shows an actual interviewer that you are a well rounded choice interested in helping others and with strong communication skills. These could be charitable, political, or community service activities. Don't forget to include faith based activities if applicable.

CORE COMPETENCIES

| Skill #1 | Skill #2 | Skill #3 |
| Skill #4 | Skill #5 | Skill #6 |

An optional section, but important for technical careers with specific skills and talents. For Jane, as a System Administrator, some examples might be Scripting, DNS, Bash and Windows Server for example. Obviously, these will vary depending on the type of career, but thinking about necessary skills is important as these are typically KEYWORDS that screening algorithms will search for during the screening process.