**IT Resume Template**

***How to Use This Resume Template***

This template will help you create a professional and effective IT resume by following structured guidelines. Each section includes instructions and examples to ensure you highlight your skills and experience in the best possible way. Replace the placeholders [Your Name], [Your Job Title], etc., with your actual details. Follow the tips provided to optimize your resume for recruiters and Applicant Tracking Systems (ATS).

***Tips Before You Start:***

* Use a reverse-chronological format to highlight your most recent and relevant experience.
* Keep your resume concise (1-2 pages max) while emphasizing achievements over responsibilities.
* Optimize for Applicant Tracking Systems (ATS) by using job-related keywords and avoiding tables, images, or excessive formatting.
* Proofread for errors and ensure consistent formatting.

**[Your Name]**

**[Your Job Title] (e.g., Software Developer, DevOps Engineer, Data Analyst, Cybersecurity Specialist)**

**E-mail :** [your.email@example.com]  **Phone Number :** [Your Phone Number]

**LinkedIn :** [LinkedIn Profile] (if applicable) **Address :** [City, Country] (optional) **GitHub :** [Portfolio or GitHub Link] (for technical roles)

***Example:***

**THOMAS LEMAR**

**DEVOPS ENGINEER**

**E-mail :** thomas@gmail.com  **Phone Number :** +123456789

**LinkedIn :** https://www.linkedin.com/in/thomasl/ **Address :**Virginia, US **GitHub :** https://github.com/ThomasL

***Summary:***

Write a 3-5 sentence summary that highlights your technical expertise, experience, and key achievements. Focus on skills relevant to your target job.

***Example:***

**SUMMARY**

Having 3+ years of experience in IT and 1+ in **DevOps** passionate about automation of IT processes. HashiCorp Certified: Terraform Associate. AWS Certified Cloud Practitioner and Solutions Architect Associate. Certified Kubernetes Administrator (CKA). Expert in designing and building effective **Continuous Integration and Delivery (CI/CD) pipelines** using **containerization**, **orchestration**, **monitoring**, infrastructure automation tools, configuration management tools, and **AWS** solutions. Able to use **Jira** as a project management tool and agile methodology as a project management method. Highly adaptable, flexible professional DevOps engineer who embraces teamwork but also likes to work independently. Armed with remarkable problem solving, multitasking, and time management abilities.

***Professional Experience:***

List your work experience in reverse-chronological order (most recent job first). Focus on achievements rather than just responsibilities.

[Job Title] – [Company Name]

[Location] | [Start Date] – [End Date or Present]

*Example Bullet Points:*

* Designed and deployed an AWS EC2 instance, reducing server costs by 50%.
* Developed microservices-based applications that improved scalability and reduced downtime by 30%.
* Implemented CI/CD pipelines using Jenkins and Docker, cutting deployment time by 40%.
* Led a team of 5 engineers, optimizing system security and compliance.

*Tips:*

* Use action verbs: Designed, Built, Implemented, Managed, Optimized.
* Quantify achievements where possible: "Reduced costs by 30%," "Increased system uptime by 25%."
* Focus on relevant technologies used in the job (AWS, Python, Kubernetes, etc.).

***Example:***

**PROFESSIONAL EXPERIENCE**

**XYZ LLC** May 2023 - Present

**DevOps Engineer**

* Hands-on experience in AWS provisioning and solid knowledge of AWS services like **EC2**, **S3**, **ELB**, **RDS**, IAM, Route 53, VPC, Autoscaling, CloudFront, Cloud Watch, Cloud Formation, Security Groups, **EKS**, **ECR**, and coding applications with **Python**.
* Designed and deployed an EC2 instance on AWS, resulting in a 50% reduction in server costs and improved scalability.
* Designed and deployed AWS solutions for high-traffic websites, resulting in a 30% reduction in page load times.
* Built and configured 200+ EC2 instances on AWS cloud platform, the configuration of elastic load balancer (ELB) for traffic control for the EC2 instances and S3.

**ABC LLC**        Sept 2019 – April 2023

**Electronic Engineer**

* Created and proofread presentations for top-level executives.
* Scheduled and headed technical support team meetings and took care of technical support administrative functions.
* Conducted research using focus groups on 3 different products and increased sales by 11% due to the findings.
* Worked on large projects interacting with several teams within the project. Prepared close-up analysis reports regarding problem-solving and risk management techniques implemented during the project.

***Technical Skills:***

List hard skills relevant to your IT career. Organize them into categories (e.g., Programming Languages, Cloud Platforms, Tools).

*Example Format:*

Programming: Python, Java, SQL

Cloud & DevOps: AWS, Docker, Kubernetes, Terraform

Cybersecurity: Network Security, Risk Assessment

Tools & Frameworks: Git, Jenkins, CI/CD Pipelines

*Tip:*Prioritize skills relevant to the job description and avoid generic soft skills here (they belong in a separate section).

***Example:***

**TECHNICAL SKILLS**

Python | SQL | HTML | CSS | **Linux** | Git | GitHub | **Cloud (AWS) Services** | CloudFormation | **EC2** | ECR | DynamoDB | CloudFront | API GW | **Lambda** | EFS | Boto3 | CloudWatch | **RDS** | MariaDB | **ALB with ASG** | Apache | **Nginx** |Jenkins | **Docker** | **Kubernetes** | Jira | Slack | **Ansible** | **Terraform** | Scrum/Kanban

***Soft Skills:***

Highlight 5-7 key soft skills that demonstrate your strengths beyond technical expertise.

*Example Soft Skills:*

* Analytical Thinking
* Problem-Solving
* Communication & Collaboration
* Time Management
* Adaptability

***Example:***

**SOFT SKILLS**

Analytical Thinking | **Problem-Solving** | Self-Motivated | **Strong Communication** | Project Management | Planning | **Time Management** | Adaptability | **Continuous Learning** | **Collaboration**& Teamwork |

***Projects (Optional, Recommended for IT roles):***

Showcase significant projects that demonstrate hands-on experience in coding, system architecture, or cybersecurity.

**[Project Name]**

**Description:** Briefly explain what the project does and its impact.

**Technologies Used:** [List key technologies, frameworks, or platforms]

**Key Achievements:** Highlight contributions (e.g., "Developed an AI-powered chatbot with Python and TensorFlow, improving response accuracy by 35%.")

*Tip:*If applying for an entry-level role, include personal projects or GitHub repositories.

***Example:***

**PROJECTS**

**ML-HUB Application**

ML-Hub is an AI and NLP for healthcare project that provides software, models, and data to help healthcare and life science organizations build, deploy, and operate AI projects.

* Dockerized Web Application developed in React, Java Springboot, and Spring Cloud Frameworks and integrated with PostgreSQL database.
* Use Gateway API and Generic Data API for Project dockerized microservices.
* Used Gitlab as a project management tool.
* Created full microservices, Gitlab CI/CD Pipelines, and deployment on a Kubernetes cluster with monitoring.

***Education:***

List your highest degree first. If you have 5+ years of experience, move education below work experience.

[Degree] – [University Name]

[Location] | [Graduation Year]

*Tip:* If you completed an IT Bootcamp or Online Course (e.g., AWS Cloud Training, Udemy, Coursera) and it’s relevant, list it here.

***Example:***

**EDUCATION**

**New York University** Sept 2015 - July 2019

Electronics Engineering

***Certifications (Highly recommended for IT professionals):***

List certifications that validate your expertise in relevant technologies.

*Example Certifications:*

* AWS Certified Solutions Architect – Amazon Web Services (2023)
* CompTIA Security+ – CompTIA (2022)
* Certified Kubernetes Administrator (CKA) – CNCF (2021)

*Tip:*Keep certifications updated and list only recognized industry certifications.

***Example:***

**CERTIFICATIONS**

* AWS Certified Solutions Architect Associate
* HashiCorp Certified: Terraform Associate
* Certified Kubernetes Administrator (CKA)

***Languages (Optional, add only if relevant to the job role):***

If you’re applying for a multilingual role, highlight your language proficiency.

*Example Format:*

* English: Advanced
* Spanish: Intermediate

***Example:***

**LANGUAGES:**

* English: Advanced
* Spanish: Intermediate

***Final Checklist Before Submission:***

* No spelling or grammar mistakes
* Consistent formatting and font size
* Uses action-oriented language
* PDF format for submission

By following these instructions, you can create a compelling, ATS-friendly IT resume that highlights your expertise and improves your chances of landing interviews.