

Database Administrator Resume Objective Builder Worksheet

Instructions: Complete each section of this worksheet before writing your resume objective. Your responses will help you create a personalized objective that highlights your qualifications and demonstrates the value you can bring to a prospective employer.

Step 1: Job Information

Job Title Applying For:

Company Name:

Location:

Where did you find this job?

☐ Company Website

☐ LinkedIn

☐ Indeed

☐ Glassdoor

☐ Company Referral

☐ Recruiter

☐ Other: _____

List five important keywords from the job posting.

1. _____

2. _____
 3. _____
 4. _____
 5. _____
-

Step 2: Your Database Administration Experience

How many years of database administration experience do you have?

- ☐ Less than 1 year
- ☐ 1–3 years
- ☐ 4–6 years
- ☐ 7–10 years
- ☐ More than 10 years

Which database platforms have you worked with?

- ☐ Microsoft SQL Server
- ☐ Oracle Database
- ☐ MySQL
- ☐ PostgreSQL
- ☐ MariaDB
- ☐ MongoDB
- ☐ Amazon RDS
- ☐ Azure SQL Database
- ☐ Google Cloud SQL

☐ Other:

Step 3: Technical Skills

Select the skills you possess.

☐ Database installation and configuration

☐ Performance tuning

☐ SQL query optimization

☐ Backup and recovery

☐ Disaster recovery planning

☐ Database security

☐ User and role management

☐ High availability

☐ Replication

☐ Data migration

☐ Database monitoring

☐ PowerShell scripting

☐ Bash scripting

☐ T-SQL

☐ PL/SQL

☐ Cloud database administration

☐ Linux administration

☐ Windows Server administration

Other relevant skills

Step 4: Your Greatest Accomplishments

List measurable accomplishments whenever possible.

Examples:

- Improved database performance by 35%.
- Maintained 99.99% database availability.
- Migrated 25 production databases with minimal downtime.
- Reduced backup completion time by 30%.
- Automated routine database maintenance tasks.

My accomplishments

1.

2.

3.

Step 5: Certifications and Training

Check all that apply.

☐ Microsoft Certified: Azure Database Administrator Associate

- ☐ Oracle Database Certification
 - ☐ AWS Certified Database – Specialty
 - ☐ Microsoft SQL Server Certification
 - ☐ CompTIA Security+
 - ☐ ITIL Foundation
 - ☐ Linux Certification
 - ☐ Other:
-
-

Step 6: Personal Strengths

Select the qualities that best describe you.

- ☐ Analytical thinker
- ☐ Detail-oriented
- ☐ Problem solver
- ☐ Strong communicator
- ☐ Team player
- ☐ Organized
- ☐ Reliable
- ☐ Adaptable
- ☐ Fast learner
- ☐ Security-conscious
- ☐ Customer-focused

☐ Time management

Other strengths

Step 7: What Is the Employer Looking For?

Review the job posting and identify the qualifications the employer emphasizes.

☐ Database administration experience

☐ SQL expertise

☐ Performance tuning

☐ Backup and recovery

☐ Cloud database experience

☐ Database security

☐ Automation and scripting

☐ High availability

☐ Troubleshooting

☐ Team collaboration

☐ Communication skills

☐ Project management

Other employer requirements

Step 8: Build Your Resume Objective

Resume Objective Formula

Experience + Job Title + Top Skills + Key Achievement + Value to Employer

Template

"Results-driven Database Administrator with _____ years of experience managing _____, Skilled in _____, _____, and _____. Proven ability to _____. Seeking to leverage my technical expertise, problem-solving abilities, and commitment to database reliability to support _____."

My First Draft

Resume Objective Checklist

Before adding your objective to your resume, make sure you can answer **Yes** to each question.

- ☐ I included the exact job title.
- ☐ I mentioned my years of database administration experience.
- ☐ I highlighted my strongest technical skills.
- ☐ I included a measurable accomplishment.
- ☐ I used relevant keywords from the job posting.
- ☐ I explained the value I can bring to the employer.

- ☐ My objective is tailored to this position.
 - ☐ My objective is concise (2–4 sentences).
 - ☐ My objective is free of spelling and grammar errors.
 - ☐ My objective is ATS-friendly.
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Final Resume Objective

Write your polished version below.

Quick Tip

Customize your resume objective for every application. Review the job description carefully, incorporate the employer's keywords, emphasize the database platforms and technologies most relevant to the role, and include measurable accomplishments that demonstrate your ability to improve database performance, security, and reliability. A tailored objective is more likely to pass Applicant Tracking Systems (ATS) and capture the attention of hiring managers.