

Step 1: Identify the Position

IT Position You're Applying For:

Company Name:

Industry:

Step 2: Your Education

Degree Earned:

College or University:

Graduation Date:

Relevant Coursework:

Step 3: Internship or Practical Experience

Select the experience you have.

☐ IT Internship

☐ Help Desk Internship

- ☐ Technical Support
- ☐ Campus IT Support
- ☐ Personal IT Projects
- ☐ Home Lab
- ☐ Freelance IT Work
- ☐ Volunteer Technical Support
- ☐ No Professional Experience Yet

Briefly describe your experience.

Step 4: Technical Skills

Check the technologies you're comfortable using.

- ☐ Windows
- ☐ Linux
- ☐ macOS
- ☐ Microsoft 365
- ☐ Active Directory
- ☐ Azure
- ☐ AWS
- ☐ Networking
- ☐ TCP/IP

- ☐ DNS
- ☐ DHCP
- ☐ VPN
- ☐ Virtual Machines
- ☐ VMware
- ☐ Hyper-V
- ☐ Python
- ☐ Java
- ☐ C#
- ☐ SQL
- ☐ HTML/CSS
- ☐ JavaScript
- ☐ Cybersecurity Fundamentals
- ☐ Cloud Computing
- ☐ Hardware Troubleshooting
- ☐ Software Installation
- ☐ Ticketing Systems
- ☐ Remote Desktop Support

Other technical skills:

Step 5: Certifications

Check all certifications you have earned.

- ☐ CompTIA A+
 - ☐ CompTIA Network+
 - ☐ CompTIA Security+
 - ☐ Google IT Support Professional Certificate
 - ☐ Microsoft Certified: Azure Fundamentals (AZ-900)
 - ☐ Cisco Certified Support Technician (CCST)
 - ☐ ITIL® 4 Foundation
 - ☐ AWS Certified Cloud Practitioner
 - ☐ Other:
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Step 6: Technical Projects

List projects that demonstrate your technical abilities.

Examples:

- Built a home lab using virtual machines.
- Configured Active Directory users and groups.
- Developed a Python automation script.
- Designed a small business network.
- Created a SQL database application.
- Built a website.

Your projects:

Step 7: Soft Skills

Select your strongest professional skills.

- ☐ Problem-Solving
- ☐ Communication
- ☐ Teamwork
- ☐ Customer Service
- ☐ Time Management
- ☐ Organization
- ☐ Critical Thinking
- ☐ Adaptability
- ☐ Attention to Detail
- ☐ Fast Learner
- ☐ Analytical Thinking
- ☐ Dependability

Other strengths:

Step 8: Career Goal

Why are you interested in this IT position?

Step 9: Value You Will Bring

Complete the sentence.

"I will contribute to this organization by..."

Step 10: Resume Objective Builder

Use your answers above to complete the template.

Template

Recent **Information Technology graduate** with a _____
degree from _____, complemented by experience gained
through _____. Skilled in
_____, with hands-on knowledge of
_____ and a commitment to continuous learning. Seeking an
_____ position with
_____, where I can apply my technical skills, problem-
solving abilities, and passion for technology to support reliable, secure, and efficient IT
operations.

Your Final Resume Objective

Write your customized resume objective below.

Resume Objective Checklist

Before adding your objective to your resume, make sure it:

- ☐ Mentions the exact IT position you're applying for.
 - ☐ Highlights your degree and education.
 - ☐ Includes relevant internship, project, or practical experience.
 - ☐ Showcases your strongest technical skills.
 - ☐ Mentions important certifications, when applicable.
 - ☐ Demonstrates the value you will bring to the employer.
 - ☐ Includes keywords from the job description.
 - ☐ Is tailored to the specific company.
 - ☐ Is concise (2–4 sentences).
 - ☐ Is free of spelling and grammar errors.
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Pro Tip

If you're an IT graduate with limited work experience, don't underestimate the value of internships, academic projects, home labs, certifications, volunteer work, and personal technology projects. Employers recognize these experiences as evidence of practical skills and initiative. Customize your resume objective for every application by emphasizing the technologies, certifications, and accomplishments that best match the employer's requirements, helping your resume perform well in applicant tracking systems (ATS) and stand out to hiring managers.