# Computer New To Field Resume Template

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lovetoknow
advice women can trust
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Your Full Name
Address
City, State, Zip code
Phone number • Skype ID • email address

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## Objective

Specific objective regarding the type of computer job you are looking for.

## Summary

- Career profile statement (Such as Early career software developer with expertise in A, B and C)
- Overview of qualifications such as
- Programs/applications with which you are proficient
- Major projects you have completed/milestones you have accomplished; for example, if you have developed successful websites, give a few specific examples.

## Education

Academic major, type of degree or credential, name of school; if still enrolled include expected completion date. Note: Start with highest level of education completed. If your grade point average is 3.0 or higher, include it here. If you are attending or have completed college, don't include high school.

## Relevant Coursework

- List all classes
- Including hardware
- Database management
- Relevant to the job you are seeking
- Programming languages
- Usability,etc.

## Certifications

- List all certifications
- Certification 1
- Certification 3
- Related to the kind of computer job you are seeking
- Certifications 2
- Certifications 4

## Related Experience

Type of Experience (Job title if employed, internship, freelance, volunteer, etc.; if you do not have any work experience, use projects completed in school for this section), Company Name, if applicable (Month, year – Month year). List primary duties performed in this role, along with any major milestones or /accomplishments.

## Other Work Experience

| | | |
|---|---|---|
| Company Name | Job title | Month, Year - Month, Year |
| Company Name | Job title | Month, Year - Month, Year |
| Company Name | Job title | Month, Year - Month, Year |

**References:** Available Upon Request