Computer Resume Combination Format Example

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

Objective

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

Summary of Qualifications

- List highlights of your overall information technology experience and qualifications, such as
- Number years of experience in various aspects of the field
- List relevant certifications (i.e., MSCE, Oracle Certified Associate, etc.)
- Key competencies related to the particular type of computer position sought (project management, procurement, user training, etc.)
- Impressive career accomplishments relevant to the job (i.e., created award-winning websites, oversight of massive technology deployment, etc.)
- Other relevant qualifications

Key Skills

- Detail specific skills related to the position sought
- If you are a programmer and/or developer, this should include programming languages
- If you are a designer, this should focus on skills specific to computer-based design
- If you are a hardware or networking specialist, focus on various types of equipment
- If you have skills in all of these areas, emphasize the ones most relevant to the specific job

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 you did not attend college, title this section "Credentials" and put your certifications here rather than in the first section.

Certifications

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

Professional Experience

Company, Title — Month, Year (Starting) - Month, Year (Ending)
Key duties included: list primary duties performed in this position. Also list major milestones/accomplishments.

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References: Available Upon Request