

First Last, ABCD, EFGH, I. jkl

I help businesses develop a strong sense of resumé déjà-vu.
I practice guided repetition.

I do this thing.

Homelabbity Extraordinaire
Community | Project | Whatever
somethingspecial.com whoami

I left you some icons [remove before flight]



MAJOR STRENGTHS

- Industry-Leading IT Certifications – Always, Start, With, These, if you’ve got them...
 - Team player with [talk about something] – reference to this thing for context
 - Here’s another awesome thing about me – and the context to go along with it
 - Here is something I do really well – and the proof to back it up
 - Soft skills go here all day m8 – and bring it home with a clincher
- One last thing if you must; also helps with color uniformity

INDUSTRY EXPERIENCE

00 years IT | 0 years relevant side hustle | 0 years cybersecurity | 0 years scripting

Job (who, NDA, etc) – MM-YYYY – MM-YYYY (00 months) – **My latest and greatest role**

- Leads
- Evaluates
- Architects and designs
- Utilizes the latest industry-leading trends and techniques to
- Develops or implements open-source or third-party tools to
- Implements security improvements by
- Provides awareness training of the workforce on

Develops and/or carries out

Analyzes

Protects systems by

Assures system integrity by

Utilizes vulnerability scanning solutions to

Determines security violations and inefficiencies by

Installation and use of

Conducts [] to find

Maintains technical knowledge by

Contributes to team effort by

Holds DoD-8570 IAT Level 2 baseline certification(s)

Tools & Technologies:

[Generalize what you did. If you were under NDA, say it. – remove before flight]

PAST INDUSTRY EXPERIENCE

Some Inc — MM-YYYY — MM-YYYY (0 months) — My role just before the last one

- Heals pain points [\[see how I use the words here\]](#)
- Streamlines business processes
- Develops scripts and tools to solve problems or provide insights
- Manages and produces technical documentation, process guides and related content

Compliance, Auditing, Regulation and Administration

Responsible for

Performs [] and translates [] to actionable insights

Performs

Develops policy and performs policy administration according to

Manages

Engineers

Provides and performs training for

[\[Keep exact technologies to a minimum; do not list software versions – remove before flight\]](#)

Tools & Technologies:

Microsoft MDM solutions implementation and maintenance

Enterprise IDR/EDR/NAC administration and management

Cisco Meraki DEP implementation and management (Vendor Neutral)

Apple Business Manager, profile administration and management

Had some additional responsibility? Talk about it:

- Cloud Migrations, Hybrid Systems Development
- Domain and Schema Administration
- SSO, Multi-Factor Authentication Systems, implementation and maintenance
- Enterprise Backup & Recovery Solutions management
- Enterprise Infrastructure Systems Administration
- Patch & Configuration Management

➤ Same Company | My New Job Role | MM-YYYY - MM-YYYY (0 year 0 months)

- Establishes [\[notice how some duties faded into others? Update your resume as you get new responsibilities – remove before flight\]](#)
- Heals pain points, streamlines business processes, develops scripts and tools to solve problems or provide insights
- Reduces or eliminates risk, hardens endpoints/communications and infrastructure, produces policy and educates users
- Installs, configures, and monitors endpoint, network, and security appliances and responds/resolves 3rd party security audits
- Manages and produces technical documentation, process guides and content (CMDB, SKMIS, KEDB, DML)

Performs

Implements and tests [] until [] targets are met

Provides remote and onsite technical support & repairs, on-call 8 days per month

Adapts business processes to new frameworks, performs cloud migrations

Implements single-sign on and other multi-factor authentication systems

Develops and deploys hybrid cloud infrastructure

Develops

Regulates and verifies compliance with

Performs

Pursues compliance through

Vulnerability Management, analysis and mitigations at scale

Manages
Performs
Responsible for

[Remember the advice about keeping exact tech to a minimum; never disclose identifying versions – remove before flight]

Tools & Technologies:

➤ **Some, Blue Arrow Color | Different Role | MM-YYYY - MM-YYYY (0 months)**

- Enterprise Technical Support, On-site & Remote
- Rack Servers / Design, Configuration & Deployment
- Systems Administration
- Network Administration

Tools & Technologies:

• **New Company Inc | My role | MM-YYYY - MM-YYYY (0 years)**

- etc
- Upheld
- Achieved
- Held the
- Achieved and held the
- Regularly tripled the
- Awarded for

[be prepared to explain any gaps – remove before flight]

Note: It was at this point that I had decided to return to IT and pursue Cybersecurity; after gracefully departing from an almost 10-year break. My first job returning back to Information Technology was at the [If I can do it, you can too. – remove before flight].

[Recruiters like to read resumé backwards like a Star-Wars intro- remove before flight]

[you'll have to keep re-adding this space to keep it all uniform – remove before flight]

PAST INDUSTRY EXPERIENCE

➤ **Orange Related Job | Role | MM-YYYY – MM-YYYY (0 years 0 months)**

Final position:

- Managed
- Maintained
- Promoted

➤ **Orange Job | Role | MM-YYYY – MM-YYYY (0 years 0 months)**

Final position:

- Responsible for
- Also this
- Responsible for
- Monitoring and ensuring
- Location and removal of threat actors

➤ **Green Job | Role | MM-YYYY – MM-YYYY (0 years 0 months)**

- Thing you did
- etc
- etc

Tools & Technologies:



[Lots of room for stuff. Etc. – remove before flight]

PROJECTS LEAD / COMPLETED

Sprints, Projects, and Initiatives

Date (Approx.)	Year	Description
• Year-Year	2020	Did a things
• Month-Month	2018	Did a thing

TOOLS AND TECHNOLOGIES

All, the, tools, that, you, use, like, buzzwords, go here like a csv; and you want about this many per line; just keep adding until it's good, because it will not new-line, on its own; there we are, new line of skills and we continue, to, list, buzzwords, until, we, are, satisfied, with, the, list.

EDUCATION

YYYY-YYYY	University	• Bachelor of Science, Cybersecurity & Information Assurance
YYYY-YYYY	High School	Etc

CERTIFICATIONS & ACCOMPLISHMENTS

All certifications are active and verifiable.

Vendor	Series	Awarded	Expiration
Vendor	ABCD-400	Name of the cert	MM-YYYY

[there could be a lot; group them alphabetically – remove before flight]

BADGES OF MERIT

HackerOne	Bounty Hunter	Paid bug bounty hunter	05-2020	Never
VendorName	Unfinished	Name of the cert	In-Progress	

[put the in-progress at the bottom if you want – remove before flight]

Long-term goals in-progress:

Be classy, bbs – remove before flight

References available upon request

Shm f.