**Name (To edit this document please download and save)**

0499 999 999 email@email.com Linkedin.com/in/name/

This template has been created to assist you with crafting your resume with the guidance of your Coach. Please use the headings as a guide only.

**FRONT PAGE**

Only include what is most important for the role you are targeting on the front page, your Coach can help with this.

**CAREER PROFILE**

(Use Career Profile resource on the [JA Portal](https://www.ct.hudson.com/skillup) to summarise your area of expertise, experience, most marketable / relevant skills, and unique offering. Consider this as your elevator pitch or value proposition see example below.)

A highly skilled and experienced Systems Engineer with over 10 years experience in designing and developing technology solutions that provide exceptional user experience, are scalable and integrate easily with existing systems. My expertise is in Windows Server 2012 R2, Windows Server 2008 R2, Windows 8.1, VBScript, C# and Microsoft PowerShell. I have strong analysis and requirements gathering experience and have been heavily involved in data mapping and modelling as well as data mining to deliver reporting within Agile run projects.

**TECHNICAL SUMMARY**

(Include as many of the systems and applications you have worked with as you have worked with)

**Software:** Active Directory, RACF, ISPF, IBM Personal Communicator (PCOM), MS Office, Outlook, Remedy, Peregrine

**Hardware**: Compaq, IBM, Dell, HP (workstations, laptops, servers), WYSE Winterms, RSA Tokens, Palm Pilot, and HP

**Operating Systems:** Windows 3.1/9x/NT4/2000/2003/XP/Vista/7, WYSE thin client

**\*OR YOU COULD LIST YOUR TECHNICAL EXPERIENCE IN THIS WAY\***

**TECHNICAL SUMMARY**

**Cloud (AWS)**

API Gateway Cognito Cloud-front Route 53 Dynamo DB

Athena SNS CFS Templates Serverless SQS

**Programming Languages**

ASP.NET Node JS C#.NET Angular Web API

Core React Js Bootstrap Knockout HTML 5

**Database Administration**

MS SQL Server SQL Azure Crystal Reports SSRS SSIS

**VENDOR CERTIFICATES**

(Vendor and System training)

Microsoft - MCSE on Productivity (Exchange 2016)

Microsoft - MCSA on Windows 7, 8, 10 and Windows Server 2008 & 2012

**ACADEMIC QUALIFICATIONS**

(Include your relevant degrees, certificates and professional development courses)

**Course Institute Year Completed**

**CAREER SUMMARY**

(You can go back as far as you feel is relevant and tells the story you want to about your career)

**Role Name of Organisation Employment Duration**

Senior Systems Engineer Organisation Year - Year

Software Engineer Organisation Year - Year

**SECOND PAGE**This is where we dive into the detail of your work experience in a reverse chronological order. Try to leave no gaps and explain those that exist e.g. Career Break, Study Break, Maternity or Paternity Leave. Follow this format to cover the last 10 years in detail. For positions prior to the last 10 years, write a brief summary of purpose and scope of role only.

**EMPLOYMENT HISTORY**

**Role Name of organisation Month Year – Month Year**

(Include brief description of the organisation: What it does, annual turnover/ revenue, where it is represented, number of employees and industry. See below as an example)

Company are one of the fastest developing Unified Communications as a Service (UCaaS) provider. The company provides UC and Messaging as a Service for Fortune 500 Enterprises all around the World.

(Include a brief summary about the purpose and scope of your role. Make sure to mention your job title. See below as example)

As Role Title within a team of 4, I was responsible for designing and developing custom software as well as maintaining existing in-house applications.

Responsibilities

(Use the [JA Portal Resources](https://www.ct.hudson.com/skillup) to create a tactical list of your responsibilities using active, dynamic verbs to provide context and position you at the right level. See example below)

* Producing cost effective designs and estimates for projects using appropriate technology which met performance, operating and maintenance requirements.
* Managed the entire software development lifecycle including from creating technical specifications, through to design, development, deployment and testing.

Achievements

(Use the [JA Portal Resources](https://www.ct.hudson.com/skillup) to build Achievement Statements that provide context, are measurable, specific and include the action and result achieved. See example below)

* Appointed as acting Systems Engineering Team Leader for several months and stepping into this role repeatedly on an adhoc basis to support the Development Manager

Systems Used:

(Mentioning where you used each of the systems can help reinforce your experience with them)

ASP.NET, Node JS, C#.NET, Angular

**\*If you have had many roles within the same company it may be more suitable to use the format below instead\***

**Name of organisation** (Total years in company) **Year –Year**

(Include brief description of the organisation: What it does, annual turnover/ revenue, where it is represented, number of employees and industry.

**Role** (Years in this role) **Month Year – Month Year**

(Include a brief summary about the purpose and scope of your role)

Responsibilities



Achievements



**Role** (Years in this role) **Month Year – Month Year**

(Include a brief summary about the purpose and scope of your role)

Responsibilities



Achievements



**LAST PAGE**

Consider this where you list the information that wasn’t important enough or specific enough to the role to put on the first page but that you don’t want to emit e.g. Internal training or professional development if the list is quite long

This could also be where you include headings for **Volunteer experience**, **Professional Memberships,** and any **Professional Development**.

**REFEREES**

(Watch our brief References Video on the [JA Portal](https://www.ct.hudson.com/) for a quick guide on best practice but if you are specifically requested to include them you can list as provided below)

Referees are available upon request

**OR**

Referee Name Title / Position Company Employed In