

RESUME and Cover Letter sample for entry level IT jobs



Resume Sample/Template

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

Objective:

Motivated and technically proficient recent graduate with a Bachelor's degree in Computer Science. Seeking an entry-level IT position to apply my knowledge, problem-solving skills, and passion for technology to contribute to a dynamic team.

Education:

Bachelor of Science in Computer Science

[University Name]

[City, State]

[Month, Year of Graduation]

Relevant Coursework:

- Programming Fundamentals
- Data Structures and Algorithms
- Database Management
- Web Development
- Network Security

Skills:

Technical:

- Programming Languages: Java, Python, C++
- Operating Systems: Windows, Linux
- Database Management: SQL
- Web Development: HTML, CSS, JavaScript
- Problem-Solving and Troubleshooting

Soft Skills:

- Strong Communication
- Team Collaboration
- Adaptability
- Time Management
- Attention to Detail

Projects:

1. Inventory Management System (Course Project)

- Developed a Java-based inventory management system for a small business, including a user-friendly interface and database integration.
- Implemented user authentication, product tracking, and reporting features.
- Collaborated with team members to ensure functionality and usability.

2. Personal Portfolio Website

- Designed and created a personal website to showcase my skills, projects, and achievements.
- Utilized HTML, CSS, and JavaScript for responsive design and interactive elements.
- Regularly updated and expanded the content to demonstrate ongoing learning.

3. Network Troubleshooting (Internship Project)

- Assisted the IT team during a summer internship in diagnosing and resolving network issues.
- Conducted network audits, identified vulnerabilities, and recommended security enhancements.
- Worked closely with senior technicians to learn and apply troubleshooting procedures.

Certifications:

- CompTIA IT Fundamentals (ITF+)

Professional Associations:

- Member, Association for Computing Machinery (ACM)

References:

Available upon request.

Cover Letter Sample/Template

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Today's Date]

[Employer's Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Employer's Name],

I am writing to express my strong interest in the [Specific IT Position] position at [Company Name], as advertised on [where you found the job listing, e.g., LinkedIn or company website]. With my educational background in computer science and a genuine passion for technology, I am eager to contribute my skills and enthusiasm to your dynamic team.

As a recent graduate with a Bachelor's degree in Computer Science from [Your University], I have acquired a solid foundation in programming, networking, and database management. During my coursework, I honed my problem-solving skills and gained practical experience through hands-on projects, such as [mention a relevant project or coursework].

What excites me most about the opportunity at [Company Name] is the chance to apply my knowledge and skills in a real-world setting. I am particularly drawn to your commitment to [mention something specific about the company, e.g., cutting-edge technology, innovative solutions, or a focus on cybersecurity]. I am eager to be a part of a team that is dedicated to pushing the boundaries of IT solutions.

My passion for technology extends beyond my academic pursuits. I stay current with industry trends and enjoy exploring emerging technologies. I am confident that my adaptability, quick learning, and strong teamwork will make me an asset to your IT department.

Thank you for considering my application. I would welcome the opportunity to further discuss my qualifications and how I can contribute to [Company Name]'s ongoing success. I have attached my resume for your review, which provides more details about my background and experience.

I am looking forward to the possibility of joining your team and contributing to the exciting work at [Company Name]. Please feel free to contact me at [Your Phone Number] or via email at [Your Email Address] to schedule an interview. Thank you for your time and consideration.

Sincerely,

[Your Name]

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