

GUIDE FOR IT FRESH GRADS

Resume + LinkedIn that gets callbacks

How to build an IT resume and LinkedIn profile that actually get you interviews — even with no work experience yet. Templates and real examples included.

[Land the interview](#)

Sir Vantes

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READ ME
FIRST

Why most fresh-grad resumes get ignored

It's usually not lack of skill — it's that the resume doesn't prove the skill.

I've sat on the hiring side. A recruiter spends seconds on each resume. If yours is a wall of generic text with no projects and no proof, it's skipped — no matter how good you actually are. This guide fixes exactly that.

THE WHOLE IDEA

Your job isn't to list what you studied — it's to make the reader think "this person can already do the work." Show, don't tell.

The IT resume that gets callbacks

One page. Clean. Proof-driven. Here's the exact structure.

The order that works

1. **Header** — name, one-line title (e.g. "Aspiring Network Administrator"), phone, professional email, LinkedIn + GitHub links.
2. **Summary** — 2 lines: who you are + what you're aiming for + one strong proof point.
3. **Skills** — grouped (Networking, Systems, Tools). Only list what you can actually defend.
4. **Projects** — your secret weapon as a fresh grad. 2–4 real things you built.
5. **Certifications** — A+, Network+, cloud fundamentals, etc. (in progress is fine).
6. **Education** — degree, school, year. Keep it short.
7. **Experience / OJT** — even internships and part-time count.

NO EXPERIENCE? LEAD WITH PROJECTS.

Move Projects above Education. A documented home lab or Packet Tracer build beats an empty "Experience" section every time.

What to cut

- Objective statements like "seeking a challenging role to grow my skills." Everyone writes this. Delete it.
- Elementary/high school details, photo, age, and long personal info.
- Skills you can't back up in an interview.

Bullets that sell (with examples)

The difference between "did stuff" and "clearly competent" is how you write your bullets.

The formula

Action verb + what you did + tool/tech + result or scale.

Weak → Strong

Weak	Strong
"Made a network in Packet Tracer."	"Designed a segmented office network with 3 VLANs, inter-VLAN routing, and DHCP in Cisco Packet Tracer."
"Knows Windows."	"Built a Windows Server AD lab with 20+ users, OUs, and Group Policy for a class project."
"Did troubleshooting."	"Diagnosed and resolved connectivity issues by isolating faults layer-by-layer (link → IP → DNS)."

STRONG ACTION VERBS

Built, designed, configured, deployed, automated, diagnosed, documented, migrated, secured, optimized.

Formatting & the ATS

Many companies scan resumes with software (ATS) before a human sees them. Here's how to pass.

Do

- Use a simple one-column layout. Save and send as **PDF**.
- Use standard section headings (Skills, Projects, Education).
- Mirror keywords from the job post (if it says "TCP/IP, VLANs," and you know them, use those exact words).
- Keep it to **one page** as a fresh grad.

Don't

- Fancy templates with tables, columns, text boxes, or graphics — they confuse the ATS.
- Photos, icons, or logos.
- Tiny fonts to cram everything in. White space is good.

Fill-in resume template

Copy this structure and replace the brackets. This alone puts you ahead of most applicants.

[YOUR NAME]

[Aspiring Role — e.g. Network Administrator]

[Phone] · [professional email] · [LinkedIn URL] · [GitHub URL]

SUMMARY

BSIT graduate focused on [networking/support/etc.]. Hands-on with [top 2–3 skills]. Built [your strongest project] and preparing for [cert].

SKILLS

Networking: [TCP/IP, VLANs, subnetting...] · Systems: [Windows Server, AD...] · Tools: [Packet Tracer, Git...]

PROJECTS

[Project name] — [action + tech + result]

[Project name] — [action + tech + result]

CERTIFICATIONS

[A+ / Network+ / cloud — include "in progress" if applicable]

EDUCATION

BSIT — [School], [Year]

LinkedIn that recruiters find

Your resume gets you through one door. LinkedIn brings opportunities to you.

The parts that matter

- **Photo** — clear, friendly, decent lighting. No need for a studio.
- **Headline** — not just "Student." Try: "BSIT Student · Aspiring Network Engineer · CCNA in progress."
- **About** — 3–4 lines: who you are, what you're learning, what you're aiming for. Written like a human.
- **Featured / Projects** — link your GitHub and best projects.
- **Skills** — add the real ones; they're searchable by recruiters.

GROW YOUR NETWORK EARLY

Connect with classmates, instructors, alumni, and people in roles you want. Post about what you're learning — it compounds over the years.

Before you hit "apply"

Quick checklist to run every single time.

- Resume saved as PDF, named "Firstname-Lastname-Resume.pdf".
- Keywords from the job post included (only the true ones).
- No typos — read it out loud, or have someone check.
- Links work (LinkedIn, GitHub).
- Every skill listed, you can defend in an interview.
- One page, clean, PDF.

HONESTY RULE

Never claim a skill or cert you don't have. It falls apart in the interview and burns the referral. "In progress" is honest and still counts.

YOU'VE GOT
THIS

Go get the interview

A clear, proof-driven resume + an active LinkedIn already puts you ahead of most fresh grads.

Need a second pair of eyes?

Message me for a resume review or a mock interview — happy to help you get ready.

YouTube: youtube.com/@ytsirvantes (Sir Vantes)

TikTok: tiktok.com/@sir.vantes

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