

Technology Skills

Tech, IT, Computer Information Systems and Software resumes should include 2 skills section: **Areas of Expertise** (industry-specific soft skills) and **Technical Proficiencies** (industry-specific hard skills).

Use this checklist to identify skills you have experience with (through work, school or personal projects) to add to the top third of your own resume. You can also google "top skills for IT" and find even more industry-specific skills. Ponder how you have used these skills and their application to your desired job.

Areas of Expertise

- | | |
|---|---|
| <input type="checkbox"/> Networking & Systems Security | <input type="checkbox"/> Data Integrity / Disaster Recovery |
| <input type="checkbox"/> Research & Development | <input type="checkbox"/> Risk Assessment / Impact Analysis |
| <input type="checkbox"/> Regulatory Adherence | <input type="checkbox"/> Contingency Planning |
| <input type="checkbox"/> Cost Benefits Analysis | <input type="checkbox"/> Technical Specifications Development |
| <input type="checkbox"/> Policy Planning / Implementation | <input type="checkbox"/> Team & Project Leadership |
| <input type="checkbox"/> Other: | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Other: | <input type="checkbox"/> Other: |

Technical Proficiencies

PLATFORMS

- | | | |
|--|---|--|
| <input type="checkbox"/> UNIX (Solaris, HP-UX) | <input type="checkbox"/> Windows XP/Vista/7/8/9/10/11 | <input type="checkbox"/> Linus (Red Hat, Yellow Dog) |
| <input type="checkbox"/> Sun SPARC | <input type="checkbox"/> MAC OS | <input type="checkbox"/> VM/370 |
| <input type="checkbox"/> OS2 Warp | <input type="checkbox"/> Other: | <input type="checkbox"/> Other: |

TOOLS

- | | | |
|--|--|--|
| <input type="checkbox"/> LAN Manager | <input type="checkbox"/> ISS RealSecure | <input type="checkbox"/> Checkpoint Firewall |
| <input type="checkbox"/> Norton Firewall & Ghost | <input type="checkbox"/> McAfee/Norton Utilities | <input type="checkbox"/> HP OpenView |
| <input type="checkbox"/> Network Flight Recorder | <input type="checkbox"/> IBM Tivoli | <input type="checkbox"/> Tripwire |
| <input type="checkbox"/> Snort | <input type="checkbox"/> Lotus Notes | <input type="checkbox"/> FrontPage |
| <input type="checkbox"/> Microsoft Office Suite | <input type="checkbox"/> Other: | <input type="checkbox"/> Other: |

NETWORKING

- | | | | |
|-----------------------------------|----------------------------------|-----------------------------------|-------------------------------------|
| <input type="checkbox"/> TCP/IP | <input type="checkbox"/> Novell | <input type="checkbox"/> DECnet | <input type="checkbox"/> Token Ring |
| <input type="checkbox"/> Banyan | <input type="checkbox"/> ISO/OSI | <input type="checkbox"/> IPX/SPX | <input type="checkbox"/> SSH |
| <input type="checkbox"/> SNA | <input type="checkbox"/> SMS/SQL | <input type="checkbox"/> Ethernet | <input type="checkbox"/> PKI |
| <input type="checkbox"/> SecureID | <input type="checkbox"/> FDDI | <input type="checkbox"/> VPN | <input type="checkbox"/> HIPAA |
| <input type="checkbox"/> CFR-11 | <input type="checkbox"/> PGP | <input type="checkbox"/> Other: | <input type="checkbox"/> Other: |

LANGUAGES

- | | | | |
|---|------------------------------|---------------------------------|---------------------------------|
| <input type="checkbox"/> UNIX Shell Scripting | <input type="checkbox"/> C | <input type="checkbox"/> HTML | <input type="checkbox"/> Java |
| <input type="checkbox"/> JavaScript | <input type="checkbox"/> PHP | <input type="checkbox"/> Other: | <input type="checkbox"/> Other: |