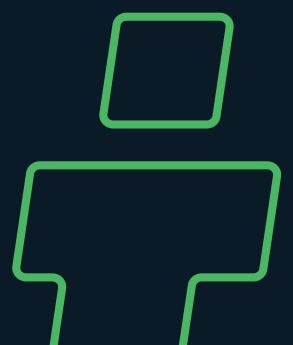# IT Resume Template + Optimization Tips Make your resume stand out—with real results.

Why It Matters

Your resume is more than a work history—it's your pitch. In tech hiring, you often get 6–10 seconds of attention. If your resume isn't clean, targeted, and optimized for ATS software, it won't get past the first screen—let alone land you an interview.

10 Resume Optimization Tips for Tech Professionals

1

Keep It Tight

Limit to 1–2 pages. Focus on your last 5–10 years of relevant experience.

2

Format for ATS (and Humans)

No fancy graphics, tables, or sidebars. Use standard fonts (Calibri, Arial, Helvetica) and black text on white. Save as PDF unless otherwise requested.

3

Lead With a Summary That Sells

Open with 2–3 punchy lines that sum up your expertise and value.

Example:

"Cloud Solutions Architect with 8+ years designing secure Azure environments across enterprise and government sectors."

4
Focus on Outcomes, Not Tasks

Skip "responsible for." Show results.

Example:

"Reduced system downtime by 30% through proactive patching and failover automation."

5
Customize for Each Job

Mirror key skills, tools, and titles from the job posting. Tailoring beats spray-and-pray.

6
Use the Right Keywords

Include technical skills, tools, certifications, and frameworks that match your experience and the role. Think: AWS, CI/CD, Agile, ISO 27001.

7
Create a Technical Skills Section

List your top 10–15 tools in a bulleted section. Group by category (e.g., Languages, Cloud Platforms, DevOps Tools).

8

Clarify Work Model and Duration

Specify whether roles were contract or permanent, and include the timeline.

Example:

"Senior Developer (Contract via Ignite) –
12 months – Remote."

9

Make It Accessible to Non-Technical Readers

Assume your first reviewer might be HR. Spell out acronyms and avoid jargon.

10

Keep Education Relevant

Only list post-secondary degrees, certifications, and current training. Leave off high school and outdated courses.

Final Advice

Double-check formatting. Proofread like a professional. And make sure your resume reflects not just what you've done—but why it mattered.

Need help tailoring your resume?
Our recruiters can offer feedback, formatting help, and job-specific advice.

Let's connect:

info@ignitetechnical.com
www.ignitetechnical.com