

**WELCOME TO:  
MODULE 9**

**ALL ABOUT RESUME**

# Resume Workshop

- How to build your impressive resume
- Do's and Don'ts
- Adding keywords
- Structure.

# Job Titles and Duties

- IT technician
- Help desk technician
- Systems Administrator
- Systems Engineer

# COVER LETTER

- Cover letter – Entry Level
- Cover letter – Experienced Level

# EXPOSURE TO OTHER TECHNOLOGIES

- Operating System
  - Windows, Virtualization technology
- Hardware
  - Dell and HP
- Monitoring Tools
  - Nagios, Splunk, Zenoss
- Cloud
  - Amazon Cloud
- OS Tools
  - Redhat Satellite, Kickstart, Active Directory, DNS, Puppet etc
- Database
  - SQL, Informix etc.