



Template – Entry Level Resume

Contact Information

The first section of your resume should include information on how the employer can contact you.

First Last Name
Street Address
City, State, Zip
Phone (*Landline or Cell*)
Email Address

Education

In the education section of your resume, list the colleges you attended, the degrees you attained, and any special awards and honors you earned.

College, Degree
Awards, Honors

Experience

This section of your resume includes your work history. List the companies you worked for, dates of employment, the positions you held and a bulleted list of responsibilities and achievements. If you have completed internships, it's fine to include them in the experience section of your resume. You can also list summer jobs.

Company #1
City, State
Dates Worked

Job Title
Responsibilities / Achievements
Responsibilities / Achievements

Company #2
City, State
Dates Worked

Job Title
Responsibilities / Achievements
Responsibilities / Achievements

Skills

Include skills related to the position / career field that you are applying for i.e. computer skills, language skills.

References available upon request

There is no need to include references on your resume. Rather, have a separate list of references to give to employers upon request.