

The following resume template lists the information you need to include on your resume when applying for an entry level position.

## **Resume Template - Entry Level**

### **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

Email Address

### **Objective**

Because you are relatively new to the world of employment and career search, use a Job Objective to state the purpose of your resume.

The Objective should:

- Be tailored specifically to the job you are applying for or you risk turning off the employer before they even read your qualifications and skills (automotive technician, carpenter, STNA, nail tech)
- State the industry the job is part of (construction, automotive, medical)
- State the general location (Toledo area, Northwest Ohio, Bowling Green)

### **Education**

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

High School

City, State, Zip Code

Degree

Programs, Awards, Honors

### **Experience**

This section of your resume includes your work history. List the companies you worked for (no more than 3 and starting with current or most recent working backwards chronologically), 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 or jobs like babysitting or lawn care.

**Company #1**

City, State

Phone Number

Dates Worked

**Job Title**

- Responsibilities / Achievements
- Responsibilities / Achievements

**Company #2**

City, State

Phone Number

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, welding skills, dental assisting skills.

**References**

Have 3 references who you know will say great things about your skills, work habits, attitude and personality. Two of your references should be professional and 1 should be personal (no one under 21 years of age or related to you!).

**Professional Reference**

Name

Title

Company

City, State, Zip Code

Phone Number

Email

**Personal Reference**

Name

Relationship to you

City, State, Zip Code

Phone Number

Email

**Customize Your Resume**

In all cases, be sure to personalize and customize your resume, so it reflects your skills and abilities and connects them with the jobs you are applying for.