

HOW TO USE THE ENTRY LEVEL RESUME TEMPLATE

START HERE

- Remove the placeholder information and enter your information throughout the document.
 - Delete any section you don't need. Most people won't use all of them.
 - Copy a job block if you have more jobs to add. Delete the ones you don't use.
 - Save as a PDF before you send it.
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1. TARGET JOB TITLE

The job you want (not necessarily the job you have). This makes who you are, what you do, and what you're looking for immediately clear.

2. YOUR ONE SENTENCE SUMMARY

This sentence should describe your whole career, not just your current job. If you've worked in more than one industry or at very different company sizes, say both.

Example: *Customer service associate with 4 years' experience resolving complaints and handling high-volume cash transactions for national retail and food service chains averaging 600–2,000 customers daily.*

3. THE JOB PARAGRAPH

One paragraph per job, describing both the employer and what you did there.

A reader likely doesn't know anything about your previous job or employer, and you don't want them guessing. Use 2-3 sentences to describe the scope and scale (it will provide context for all of your accomplishments!).

Pick the version that fits your situation and delete the other:

- Worked for [employer description] — a straightforward job with no particular hiring story behind it.
- Hired to [meet what need?] at [employer description] — you were brought in for a reason: seasonal volume, a location opening, a shift nobody could cover, etc.

For the employer description, use whatever you know: company type, number of staff at your location, customers per day, number of locations, annual sales.

Don't know the numbers? Check the company's website (About or Careers page), its LinkedIn page, or a recent press release. You can also ask an AI assistant (always check for accuracy before you use information from AI!):

Prompt: *Roughly how big is [company name] in [city, state]? Give me staff count, number of locations, annual revenue, and what they make or sell. Don't make anything up—if you aren't sure of a figure, tell me that.*

Then summarize your primary responsibilities in that job, starting with an action verb (avoid "responsible for"). Use present tense for a job you still have, past tense for one you've left.

Example — Worked for: *Worked at an 18-staff fast food restaurant serving 600 customers daily. Handled food prep, register, cash drawer, and end-of-shift deposits.*

Example — Hired to: *Hired to fill a seasonal role at a high-volume urban store of a national retail chain, serving 2,000+ customers daily with 45 staff and \$8M in annual sales. Operate point-of-sale, process returns and exchanges, resolve customer complaints, and cover keyholder duties on weekends.*

4. IMPACT STATEMENTS

Not what you were assigned. What changed because you did it. Include specific numbers whenever possible.

Stuck on what to write? Reflect on these questions to get you started:

- What are you most proud of from this job?
- How did your manager know you were doing a good job?
- Did you ever fix a problem nobody asked you to fix?
- What did people come to you for help with?

Weak: *Responsible for providing excellent customer service.*

Strong: *Process 80–120 transactions per shift on Square POS and balance the register at close, with zero cash shortages in 18 months.*

Don't know the numbers? Check old performance reviews, emails, or ask a former colleague or manager. If your number is a rough estimate, say "approximately" to keep it honest.

5. SKILLS

Two skills layouts are included. Keep the one that works better for you and delete the other.

List things with names. Software, systems, machines, methods, languages.

Examples: *Toast POS, Square, Excel pivot tables, forklift, Spanish, phlebotomy.*

Don't list:

- Skills the job you're applying for doesn't use: forklift certification belongs on a warehouse application, not an office one
- Words that describe you: team player, hardworking, detail-oriented, fast learner, multitasker
- Things nearly every applicant has: Microsoft Word, email, internet research, basic computer skills

If you can't come up with 5-6 items that pass this test, delete the skills section entirely.

BEFORE YOU SEND

Delete any sections that aren't relevant or don't apply to you. Additional Experience · Licenses & Certifications · Training & Professional Development · Volunteer Experience · Honors & Awards · Languages

Avoid flowery language and excessive jargon. Stay away from descriptive words that don't prove anything (e.g. results-driven, passionate, dynamic, proven track record, detail-oriented, team player). Use industry terms only if that's what people in your field call it, not because it sounds more impressive.

Check for accuracy. Dates, job titles, employer names, and numbers. Read your numbers in context (e.g. if you claim 5 years' experience, your earliest date has to match). Every claim should be something you can explain if someone asks two follow-up questions. Check your own email and phone number while you're there!