



T H E S T E P S
C A R E E R A C A D E M Y

Resume Love Workshop Template (Early Career)

First Name Last Name

Email

LinkedIn profile ([short hyperlink](#))

Cell Phone

Education:

University of XXXX, City, State

Bachelor of Science, Accounting; Minor: Business (If recent, include grad date)

GPA 3.0

- Honors: Cum Laude
- International experience

Relevant Coursework or Skills

Relevant Projects

Experience

It's ok to include your part-time jobs while going to school. A work ethic and experience are respected by employers. Also, include volunteer positions.

Job Title

000-000-0000

Company Name, City, State

Description of Company. One sentence/line only

Give a brief description of your accomplishments and responsibilities. Do not use bullets for every single sentence. Only use bullets to highlight accomplishments you want to draw the reader's attention to.

Job Title

000-000-0000

Company Name, City, State

Description of Company

-

Job Title

000-000-0000

Company Name, City, State

Description of Company

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Volunteer or Internship experience

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