



Entry Level Resume Template Sample

Entry Level Resume Template

[Entry Level Resume Template](#) by [iSoftwareReviews.com](#)

Let find out...

Note: The sections which are highlighted in **light red color** including Training and Workshop, Awards and Honors and Volunteer Experience are optional for level entry resume. If you have them, it would add more power to your resume.

You can see in more detail on how to write an effective entry level resume tips by clicking here: [Entry Level Resume Sample Template plus Tips](#) article.

Effective Entry Level Resume Template Sample

Your Name

[Street Address], [City, ST ZIP Code]

[Phone Number]

[Email Address]

Objective [Describe your career goal or ideal job that you are applying for.]

Education [School Name], [City, ST], [Date of Graduation]
[Degree obtained]

Skills [Professional or Technical Skill]
[Professional or Technical Skill]
...

Work History **[Job Title]**
[Company Name], [City, ST], [Dates of Employment]

[Job Title]
[Company Name], [City, ST], [Dates of Employment]
...

Training and Workshop [Training/ Workshop Title], [Content]
[Training/ Workshop Title], [Content]
...

Honors and Awards [Honors/Awards Title], [Date]

Volunteer Experience **[Job Title]**
[Organization Name], [City, ST], [Date]

- [Job Responsibility / Achievement]
- [Job Responsibility / Achievement]
- ...

[Job Title]
[Organization Name], [City, ST], [Date]

- [Job Responsibility / Achievement]
- [Job Responsibility / Achievement]
- ...

...

Interests [Briefly list interests or hobbies that may pertain to the type of job you are applying for.]

References References available upon request

Entry Level Resume Template Sample (ALL CAPS Heading Style)

YOUR NAME

[Street Address], [City, ST ZIP Code]

[Phone Number]

[Email Address]

OBJECTIVE [Describe your career goal or ideal job that you are applying for.]

EDUCATION [School Name], [City, ST], [Date of Graduation]
[Degree obtained]

SKILLS [Professional or Technical Skill]
[Professional or Technical Skill]
...

WORK HISTORY **[Job Title]**
[Company Name], [City, ST], [Dates of Employment]

[Job Title]
[Company Name], [City, ST], [Dates of Employment]
...

TRAINING AND WORKSHOP [Training/ Workshop Title], [Content]
[Training/ Workshop Title], [Content]
...

HONORS AND AWARDS [Honors/Awards Title], [Date]

VOLUNTEER EXPERIENCE **[Job Title]**
[Organization Name], [City, ST], [Date]

- [Job Responsibility / Achievement]
- [Job Responsibility / Achievement]
- ...

...

INTERESTS [Briefly list interests or hobbies that may pertain to the type of job you are applying for.]

REFERENCES References available upon request