

Early-in-career Resume Guide

John Doe

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PERSONAL SUMMARY

Hardworking and outgoing student with a passion for Business and Finance. Experienced in providing outstanding customer service. Proven ability to multitask effectively, resolve conflicts, and lead a team.

EDUCATION

IUPUI

Bachelor of Arts, Major: Finance | Minor: Communications

Expected May 2026

GPA: 3.78

WORK EXPERIENCE

Chic-fil-A Restaurant

Shift Lead

May 2022 - Present

- Promoted to Shift Lead within 1 year because of excellent communication and leadership skills
- **Oversee** approximately 6 team members at a time; Delegate duties and activities to achieve desired restaurant goals
- Assist in training new hires with all front-of-house duties
- Ensure all restaurant policies and procedures are upheld by crew members

Front Counter Team Member

July 2021 - May 2022

- **Provided** excellent customer service for over 100 customers per day; Recorded guest orders quickly and accurately in a fast-paced environment
- Maintained clean and orderly restaurant both behind the counter and in the customer seating area
- Received 'Employee of the Month' award three months in a row

Somewheretown Summer Camp

Camp Counselor

Summer 2021

- Planned and monitored activities for 50+ youth camp participants
- Ensured safety and well-being for all participants
- Resolved arguments and disputes between participants and maintained a positive and encouraging camp environment

RELATED PROJECTS

ABC Company Analysis – coursework for FIN102

- Performed in-depth research to conduct a SWOT analysis of ABC Company; Identified company strengths, weaknesses, opportunities, and threats
- Collaborated with a group of 5 classmates to compile a detailed report of the analysis
- Nominated as Team Leader for the group; Delegated project tasks and facilitated communication between group members

Save space by adjusting the page margins. Margins are .5 inches for this example.

Make sure all contact info is up-to-date. If you have an active LinkedIn account, include the link to your profile. (List the email you use most often or have access to during summer.)

A personal summary is not required, but it can be used to share a brief statement of your qualities/skills and fill up any empty space.

Include your GPA if it is 3.0 or higher. Also consider including honors such as Dean's List.

Draw attention to significant headings and indicate different sections of the resume using **bolding**, *italicizing*, or underlining.

Use present tense if you are actively in the role.

Use past tense if you are not actively in the role anymore.

If your resume feels empty, consider adding relevant school projects, volunteer activities, or other extra-curricular involvement.

SAVING DOCUMENT

Save in PDF form to ensure formatting and content show up exactly as planned when you submit the document.