

EARLY CAREER RESUME TEMPLATE GUIDE

Designed based on a strong early-career profile with experience across finance, analytics, and technology.

1. HEADER

Name | Email | Phone | LinkedIn

Tip: Keep it clean and professional. No full address needed.

2. PROFESSIONAL SUMMARY (2–3 lines)

Example: Analytical and detail-oriented Business Technology graduate with experience in financial operations, data analysis, and cross-functional collaboration. Proven ability to improve workflows and deliver insights.

3. WORK EXPERIENCE

Format:

Job Title | Company | Location | Dates

- Start each bullet with action verbs
- Focus on impact, not just tasks
- Include tools (Excel, SQL, Salesforce, etc.)
- Quantify results where possible

4. EDUCATION

Degree | University | Dates

- Include honors, relevant coursework, or projects

5. SKILLS

Group into categories:

- Analytics: Excel, SQL, Tableau
- Tools: Salesforce, JIRA
- Business: Stakeholder Management

6. OPTIONAL SECTIONS

- Certifications
- Projects (especially for tech roles)
- Leadership / Extracurriculars

KEY TIPS

- Keep to 1 page
- Tailor for each job

- Use keywords from job descriptions
- Focus on transferable skills if switching industries