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Entry Level Resume Example

By [Alison Doyle](#), About.com Guide

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The following is an example of an entry level resume including academic and work experience.

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Entry Level Resume Example

Your Contact Information

First Last Name

Street Address

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City, State, Zip

Phone (Cell/Home)

Email Address

EDUCATION

Smithfield College: Appleton, KS

BS Chemistry; 2007; G.P.A: 3.8

Concentration: Pre Medical Studies

Sound River Regional High School: Merrifield, NH

Regents Diploma with Salutatorian Status; 2003;

G.P.A: 4.0

EXPERIENCE

ABC Incorporated, Sales/ Support Associate, Marconia, VT

June 2007 - Present

- Recruited new clients.
- Managed all facets of client support while establishing and maintaining a professional rapport.
- Performed financial analyses and reports and advised clients accordingly.

BDE Safety Supplies, Administrative Assistant, Merrifield, NH

June 1999 - June 2007 (Summers)

- Answered phone calls, greeting clients, and scheduled appointments.
- Assisted with purchasing of safety supplies and processed client orders.
- Managed financial bookkeeping for the company using QuickBooks.

SKILLS

Computer Skills

Windows 2000/XP and Windows Vista, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Publisher, Microsoft Access, Microsoft Outlook, QuickBooks.

Relevant Test Scores

SAT: Quantitative Reasoning 99 percentile, GRE Quantitative Reasoning 95 percentile.

INTERESTS & ACTIVITIES

Ads

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Coach - Marconia Youth Hockey
Smithfield College Varsity Hockey Team

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