

# Early Career Resume

Resume template / DOCX, Google Docs, text-based PDF

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## Best for

Students, interns, and first full-time applicants

## Summary

A confidence-building resume that gives projects, coursework, part-time work, and volunteer experience real structure.

## Sample Skills

- Research
- Presentation
- Customer service
- Excel

## Sample Impact Bullets

- Built a market research presentation comparing three competitor segments and recommended a launch position.
- Coordinated weekly scheduling for a 12-person student team with zero missed event deadlines.
- Handled customer questions in a high-volume environment while maintaining accurate records.