

The **Entry-Level Professional Resume** is similar to the Internship Resume with the biggest differences being a detailed description of the internship and an elimination of **Academic Experience/Course Highlights** and **Additional Experiences**. In preparing this type of resume, research and know the employer and consider qualifications that would be of value to the employer.

Demonstrate a fit for the position by integrating key words from the job description and company mission statement in to the resume. This resume is one page and, at the most, two pages in length.

The typical order and content of the Entry-Level Professional Resume are:

- **Objective** – Include a brief statement written exclusively for a specific professional job: “Seeking the auditor position with XYZ Public Accounting.”
- **Education** – This section shows a completed bachelor’s or master’s degree indicating the month and year of graduation. Related courses are eliminated, but the grade point average may be included if it is 3.0 (B average) or higher. Academic honors or awards should appear in this section. Continuing education seminars or workshops could be included in this section, too.
- **Internship** – Devise a detailed description of the duties and the accomplishments of this experience. This experience should be the longest single entry of the resume, and may stand alone or be combined with **Related Experiences**. *Example: Intern, Memorial Hospital Systems – Outpatient Services, Denver, CO January – May 2005*
 - *Designed, implemented, and interpreted a satisfaction survey completed by 500 patients; provided an oral presentation, complete with Power Point slides and Excel charts, to upper management highlighting the strengths, weaknesses, and possible areas of improvement of the center.*
- **Related Experience** – Include detailed descriptions of health/fitness experiences that are relevant to the position stated in the objective.
- **Additional Experience** – Because education, certifications, the internship, and related experiences are the focal points of this resume, typically, this section, which covers experiences not in your field, is not needed.
- **Certifications** – This is an essential section for some professions and not applicable for others. When relevant, obtaining credible certifications related to the position demonstrates competence and commitment to the field. For certifications, include name of certifying agency, type of certification, date received and whether it is current.
- **Honors, Research, or Professional Affiliations** - These categories should be included if related to the objective and of value to the employer.