

How to Write an Entry-Level Resume

Context

Securing that elusive first job can feel paradoxical; you need a job to get experience, but often previous experience is required to get a job. This guide is tailored to empower you with the skills and insights needed to navigate the challenge of presenting your unique qualities, talents, and potential to prospective employers, even in the absence of formal work experience.

Resume Structure

Various resume types exist, but the 'functional' style is recommended for the entry-level resume. It emphasizes a candidate's skills, qualifications, and accomplishments rather than their work history. The following sections comprise a functional resume:

- **Contact information:** Include your name, phone number, email address, city, and optionally, your LinkedIn profile.
- **Summary statement:** Provide a brief statement highlighting your career goals and skills you offer. Ensure that this section is tailored to the job description and role applied for.
- **Education:** Provide details about your educational background, including relevant courses, program, and expected graduation date. Projects, achievements, and extracurricular involvement, such as with clubs, can be included as well.
- **Experience:** You have more experience than you may realize. From academic projects and community engagement, this is an opportunity to tap into the various experiences you have and present them in a way that pertains to the job you are applying for.
- **Skills:** From 'soft' skills to digital skills, list those that are relevant to the job. These serve as a cursory snapshot of your capabilities to an employer.

Closing Remarks

There is no need to feel anxious about lacking work experience; everyone starts somewhere, a fact well understood by most employers. In the early stages of your career, it's your skills, enthusiasm, and passion that will make you stand out. When in doubt, seek assistance! The UNBC Career Centre is here to help you showcase all that you have to offer in a way that reflects your professional value. Remember, the journey to your first job is a learning experience, and each step contributes to your professional growth. Embrace the process, stay confident, and you'll find success on your career path.