

ELLIE STANTON

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When you don't have much work experience as a recent grad, a strong summary statement can help add valuable context to your application. Use this statement to communicate the career track you're pursuing, any specialties from your education or personal projects, and how you will contribute.

EDUCATION

Degree / Graduation Year, GPA 3.7/4.0

College Name, Location

- Consider listing course titles (not numbers), details of coursework and special projects, or academic accomplishments that show you're ready to excel in your new industry.
- You can also list organizations, clubs, teams etc. that show off additional interpersonal and leadership skills.

WORK EXPERIENCE

Job Title / Company 2, Location

mm/yyyy - mm/yyyy

It's OK that you don't have much work experience as a recent grad. Having industry-relevant internships will help, but any professional experience will be helpful.

Job Title / Company 1, Location

mm/yyyy - mm/yyyy

Whether you worked your way through school as a bartender, in retail, or doing manual labor, there will be some transferable skills for the job or industry. Try to include results, like money or time saved or improvements made.

VOLUNTEER EXPERIENCE

Title/Role / Organization, Location

mm/yyyy - mm/yyyy

Add volunteer experience. This is a great way to strengthen your resume, especially when you're just starting out.

