

Toolkit: Entrepreneurship Resume Sample

LU Rambler Name

Chicago, IL | lurambler@luc.edu | 312-555-5555 | [linkedin.com/lurambler](https://www.linkedin.com/in/lurambler)

Competitive and resourceful entrepreneurship major. Passionate about pursuing a career in business and committed to delivering exceptional results. Experience in sourcing products and skilled at collaborating effectively with team members. Dedicated to delivering high-quality work and supporting business goals.

CORE COMPETENCIES & SKILLS

Data Analysis & Reporting | Sourcing | Workflow Optimization | Project Management | Highly Organized
Relationship Builder | Problem Solver | Microsoft Office Suite | Google Workspace | Conversational Spanish

EDUCATION

Loyola University Chicago, Quinlan School of Business
Bachelor of Business Administration, Entrepreneurship
Recipient of Transfer Student Scholarship

Expected Graduation: May 2024
GPA: 3.5/4.0

WORK EXPERIENCE

ABC Shipping Store – Assistant Manager – Chicago, IL

September 2021 – Present

- Develop and maintain loyal and highly satisfied client base at a high-volume facility
- Consistently exceed monthly sales goals and accomplish business objectives by inspiring staff and promoting target products
- Generate repeat business by delivering exceptional customer service and quickly addressing any customer concerns regarding packages or deliveries
- Offer hands-on assistance to customers, assess their needs and maintain current knowledge of individual preferences

My Own Business, LLC (Online Entrepreneur) – Chicago, IL

December 2021 – Present

- Source consumer products in-person and online in order to resell them on Amazon, eBay, & Facebook Marketplace
- Manage over 200 shipments every month, with a focus on accuracy and exceptional customer service
- Regularly develop strategies to grow revenue on a daily, monthly, and annual basis
- Consult with other online entrepreneurs on successful business strategies

XYZ Paint Retailer – Sales Associate – Chicago, IL

June 2021 – August 2021

- Reviewed warehouse inventory and schedule deliveries for contractors and large-scale businesses
- Provided customer service for new sales, questions, concerns, or complaints
- Operated production equipment including forklift, delivery vehicles, and paint tinting equipment

EXTRACURRICULAR ACTIVITIES

Volunteer – Lakeview Pantry – Chicago, IL
Member – Spanish Club – Loyola University Chicago

September 2018 – Present
March 2019 – Present

Pro Tips

- Best Fonts:
Georgia,
Garamond,
Ariel, Helvetica,
Calibri
- Your physical address is no longer needed, city and state are sufficient
- Avoid using first person pronouns
- Send as a PDF unless requested in another format saved "Your Name - Resume - Month Year"
- One page is considered appropriate for college students and recent graduates



Toolkit: Entrepreneurship

Sample Interview Questions

- Tell me about yourself.
- Why are you interested in working for our company?
- Show how your top three strengths align with this work.
- Share about any experiences you have had in product or service development. What was the approach you utilized with your team?
- Do you consider yourself an entrepreneur? If so, what does this mean to you?
- What does it mean to bring an entrepreneurial spirit to your work? Please share a time when you have done this.
- What are your motivations and ambitions for this work?
- Please share a time you experienced failure. How did you cope and how did you recover?
- Please share a time when you managed multiple deadlines and expectations at once.
- Please share about your experience with diversity, equity and inclusion as well as your commitment to anti-racism efforts in a team setting.
- How do you like to receive feedback? How do you like to give feedback?
- Do you have experience working on a remote/online team? What do you think the challenges of working remotely are, and how would you handle them?
- If you needed feedback from a remote team member right away but they weren't responsive, what would your next step be?
- If you're a freelancer with multiple clients, tell me about how you balance deadlines and priorities across different teams.
- Tell me about a time that you messed up. How did you fix it?
- Tell me about a time that you successfully led a project. Who did you work with? What were the challenges? What was the outcome?
- How have you leveraged technology to be more efficient in your work?
- What is one world problem you would solve if you had unlimited resources. How would you bring that same kind of determination to our team?

Professional Resources and Associations

- BuiltIn Chicago
- Chicago Inno
- Crain's Chicago Business
- Bootstrapping in America
- Technori
- 1871
- Angelist
- Future Founders
- Small Business Development Centers
- SCORE
- Illinois Technology Association
- Women Tech Founders
- Ms Tech
- EvolveHER
- Women in Tech
- Blue1647
- General Assembly
- Victory Lap
- Meetup.com
- Eventbrite

OPPORTUNITIES

- Ignite Lab
- Next Founders
- Loyola Limited

Skills

- Financial Forecasting and Analysis
- Team Leadership and Collaboration
- Cultural Competency and Communication
- Business Development
- Client Communication
- Risk Management
- Sales Forecasts
- Break-Even Analysis
- Growth Mindset
- Negotiations and Contracts
- Strategic Business Planning
- Project Management
- Brand and Company Story-Telling
- Product Development
- Lean Startup Theory
- Design Thinking
- Systems Thinking
- Customer Acquisition

