

Freshman Example

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EDUCATION

Bachelor of Science in Business Management

Brigham Young University-Idaho

Apr. 20XX

Rexburg, ID

- Don't include your high school
 - Student Finance Society [- position] 20XX – 20YY
 - Scholarships/Awards
 - [Minor/Emphasis/Additional course work: non-standard or upper division course name, course name...]
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EXPERIENCE

Position

Jan. 20XX – Dec. 20XX

Name of Company/Organization

City, ST

- Description of accomplishments and responsibilities; begin with action verbs
- Don't just describe the tasks performed; be clear about the skills and attributes developed
- Make sure to quantify as much as possible; 2 – 4 bullet points for each position
- Develop a 30 to 90 second story about each bullet point to share in potential interviews

Position

Jan. 20XX – Dec. 20XX

Name of Company/Organization

City, ST

- Short and sweet. Do not use the word "I" or other personal pronouns on your resume
- Try to keep each bullet point 1-2 lines; remember they are scanning for specific terms

Position

Jan. 20XX – Dec. 20XX

Name of Company/Organization

City, ST

- Be clear about the characteristics and attributes developed; include leadership
- Only include what is relevant to the position
- Review the job description and include terms from the job description

Full-Time Volunteer Representative

The Church of Jesus Christ of Latter-day Saints

Jun. 20XX – Jun. 20YY

Country (State if served in the US)

- Did you have any opportunities to lead or help others reach goals and keep commitments?
 - Did you work long hours each week, for how long?
 - What did you get really good at, include skills you developed and acquired? Language?
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LEADERSHIP/INTERESTS/SKILLS/HONORS/ACHIEVEMENTS (may be excluded if more experience is included)

- List and describe other experiences, etc., that you would like to share with the company
- You may include items that are interesting and unique, be sure they are business appropriate
- It's probably better not to include items from your early youth or childhood