

Sample First College Resume

Libby Arts

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EDUCATION

Northeastern University, Boston, MA

Candidate for Bachelor of Arts in Communication Studies

May 2014

GPA 3.0

Relevant Courses: Principles of Organizational Behavior, Media Culture and Society

Honors/Awards: Dean's List

Activities: Communication Studies Club, Intramural basketball

SKILLS

Computer: Microsoft Word, Excel, PowerPoint, and Access

Language: Completed Intermediate-level Spanish

EXPERIENCE

Really Trendy Clothes, Boston, MA

Sales Associate

September 2008-August 2009

- Promoted sales and assisted customers in selection of clothing
- Coordinated and marketed store specials and floor displays
- Inventoried and replenished stock
- Trained ten new employees on store policy and sales techniques

The Green Family, Boston, MA

Babysitter

August 2006-September 2008

- Supervised two elementary school aged children in after school activities three times a week
- Planned entertaining and educational activities for the children
- Assisted children with math, English and science homework

VOLUNTEER EXPERIENCE

Books On Tape, Boston, MA

Reader

January 2007-January 2008

- Read text books, instruction manuals and fiction that were recorded for use by the blind

INTERESTS

Diving, snow boarding, traveling, reading

Sample First Year Student Resume

1 Symphony Road Apartment # 14, Boston, MA 02115
(617) 232-2963 ♦ charlieb@aol.com

EDUCATION

Northeastern University, Boston, MA

Candidate for Bachelor of Science in Economics

May 2014

Achievements: Academic Scholarship

Torrey Pines High School, San Diego, CA June 2009

High School Diploma

Extracurricular Activities: Water polo, Football

WORK EXPERIENCE

“No Way Out” Gym San Diego, CA

Front Desk Operator/ Personal Trainer Assistant

Aug. 2009 - June 2010

- Greeted clients and handled the check in process
- Called clients for appointment reminders regarding training appointments
- Collected and logged monthly dues from clients
- Promoted services to new members
- Responded to clients' requests in training environment

Event Temps Boston, MA

General Wait Staff

Sept. 2008 - March 2009

- Organized and served food and beverages during events ranging from corporate functions to multiple course meals for up to 300 people
- Assisted in event preparations including setting up media equipment for presentations
- Developed strong multi-tasking skills to meet customer needs in fast-paced environment
- Coordinated with other employees to bring high quality service to clients and their guests

SKILLS

- Computer: Microsoft Office (Excel, Access, PowerPoint, Word) and SPSS
- Activities: Member of Toastmasters

