

SAMPLE FIRST YEAR RESUME (see page one for First Year Resume Guidelines)

Ima Student

iamstudent@gmail.com (222) 222-2222

OBJECTIVE	To obtain a part-time job or volunteer position teaching and mentoring children.	
EDUCATION	Seton Hall University , South Orange, NJ Bachelor of Arts in Psychology, Expected May 20xx	
	Best Academy , Bridgewater, NJ <i>(optional to include high school)</i> High School Diploma, June 20xx Top 10% of graduating class; President of Student Council Honors English and Social Studies (AP credits)	
HONORS	SHU Academic Merit Scholarship (4 year annual award) Selected as high school “Volunteer of the Year” for extensive community service Recipient of “Sportsmanship” Award at athletic banquet	
RELATED EXPERIENCE	Senior Editor , High School Yearbook, Best Academy	September 20xx-June 20xx
	<ul style="list-style-type: none">• Managed staff of 20 writers and \$10,000 budget (circulation of 2,000 copies)• Oversaw weekly meetings with section editors and club advisor• Demonstrated advanced skills in time management, multi-tasking and ability to work under pressure with deadlines	
	Varsity Soccer (Captain Senior Year) , Best Academy	September 20xx-June 20xx
ADDITIONAL EXPERIENCE	<ul style="list-style-type: none">• Served as role model and motivational leader to 20 teammates and liaison to coaches• Devoted 20 hours per week over 3 months to training, practice and 30 game schedule• Hold school record for most goals during high school career• Team awarded 2nd Place in Essex County Tournament (2 years in a row)	
	Youth Group Leader , Holy Trinity Church, Bridgewater, NJ	May 20xx-Present
	<ul style="list-style-type: none">• Design and manage activities and weekly meetings for 30 high school students• Organize annual clothing drive (raised \$1000 in donations in 20xx)• Coordinate and manage a 3 week service trip to El Salvador overseeing 15 peers	
ADDITIONAL EXPERIENCE	Wait Staff , Red Lobster, Bridgewater, NJ	September 20xx-June 20xx
	<ul style="list-style-type: none">• Averaged 20 hours per week (nights and weekends) in highest volume NJ store while attending college as a full-time student• Independently accountable to close store and inventory products on weekly basis• Trained new employees on corporate mission; modeled exceptional customer service	
	Senior Camp Counselor , Somerset YMCA, Somerville, NJ	Summers 20xx-20xx
OTHER INVOLVEMENT	<ul style="list-style-type: none">• Managed 40 campers (ages 10-12) attending two-week day camps (6 different groups).• Oversaw training and scheduling for 8 peer counselors; led weekly meetings• Worked individually with camper with Asperger’s Syndrome and cognitive delays• Interacted daily with parents to update on child’s progress and behavior	
	Participant , Cancer Walk and Relay for Life (4 years in high school)	
	Section Leader , nationally ranked high school marching band (4 years)	
SKILLS	Volunteer , Habitat for Humanity (5 Saturdays building home for needy family)	
	Microsoft Excel, PowerPoint, PhotoShop, Picasa, Instagram, Twitter, Tumblr Bilingual in Spanish, Conversational in French	