

## FIRST YEAR RESUME GUIDELINES (see page 2 for sample resume)

### Full Name

- Email address • Cell Phone

### OBJECTIVE

To obtain [type of position] in [what setting or environment] (*Tailor to use of resume*)

### EDUCATION

**Name of University**, City, State

Degree Expected (Bachelor of Science, Bachelor of Arts), graduation month, year

Major(s) and Minor(s) (*Use term "tracking" name of major if not officially in major*)

**Name of High School**, City, State (*adding high school to resume is optional*)

Diploma, graduation month, year

Include College prep/AP classes, GPA (if 3.5 or above), academic rank

### HONORS

Academic scholarships (both during high school and for college)

High school recognitions for grades, community service, leadership

High school clubs based on academics (ex: National Honor Society)

Sports or community based honors (ex: MVP, Gold Award Girl Scouts)

### RELATED EXPERIENCE

*Describe how you spent your time outside of class in high school, college and during summers:*

- Clubs that you belonged to—include leadership roles (ex: prom committee chair)
- Sports that you participated in—include leadership or team/personal achievements
- Significant activities—include leadership (ex: band, theatre, committees)
- Community involvement—include leadership roles (ex: religious, town related, volunteer)
- Internships, special academic programs (ex: high school projects, Girl/Boy Scouts)
- Part-time job or summer jobs—include retailing, restaurant, office, camp counselor, etc.

#### Formatting Activity:

**Title**, Club/Activity, Name of High School/College, start-end dates (month, year)

- Specifics about club (focus, number of members, size of student body)
- Duties (*start with action verb*) What were your main tasks and why?
- Skills developed or utilized (*start with action verb*)
- Significance of your role—achievements, results of your efforts

#### Formatting Athletics:

**Title (Name of Sport)**, Name of High School/Organization, start-end dates (month, year)

- Length of season and number of meets/games/matches
- Commitment per week to training and practice, and travel
- Team accomplishments (league/county/region/state tournaments)
- Personal achievements/recognitions (academic and performance based)
- Additional involvement related to team (summer coach, community service)

#### Formatting Community Service/Volunteer:

**Title**, Name of Organization, city, state start-end dates (month, year)

- Specifics about your role and many contributions you made
- Duties (*start with action verb*) What were your main tasks and why?
- Skills developed or utilized (*start with action verb*)

#### Formatting Part-time/Summer Job:

**Title**, Name of Organization, city, start-end dates (month, year)

(if organization is more impressive than the position, put organization first, then title)

- Average number of hours (after school/evenings, weekends) and type of organization
- Significant responsibilities (ex: supervise others; oversee a department; order inventory)
- Other key duties (ex: opened/closed facility, in charge when manager absent, trained others)
- Skills developed/utilized (ex: problem solving, customer service, handling money)

### OTHER INVOLVEMENT

*Involvement or participation in other less significant activities, community service, clubs*

**Involvement level (member, participant)**, name of organization or event (year)

### SKILLS

Computer: *software, graphics, statistics, database management programs*

Social Media/Technology (beyond your personal use) *especially new and trending sites*

Foreign Language Skills: *Identify level of proficiency (basic, oral/written fluency)*