

FIRST-YEAR STUDENTS - Revised June 2015

The format of this résumé can be used for any major/field

Monica Sanchez

212 Holcomb Hall

Storrs, CT 06269

Monica.Sanchez@uconn.edu

Objective

To obtain a part-time summer job in an office environment, demonstrating teamwork and computer skills

Education

University of Connecticut, Storrs, CT

Bachelor of Arts, May 20XX

Major: Undeclared

Canton High School, Canton, CT

High School Diploma, June 20XX

GPA: ###/4.00; National Honor Society, 20XX-20XX

Harold L. Whitt Community Service Scholarship, 20XX

Skills

Computer: Microsoft Word and PowerPoint

Language: Conversational Spanish

Work Experience

Family Name Confidential, Canton, CT

Childcare Provider, June 20XX-Present (Seasonal)

- Care for children ages one, five, and eight periodically during the year and daily during the summer months by attending to needs and providing a safe environment
- Handle discipline according to parents' policies, making adjustments when necessary and working closely with parents to alter discipline accordingly

Kohl's, Canton, CT

Cashier, January 20XX-August 20XX

- Provided patient and friendly customer service by answering questions and directing customers to appropriate items to ensure a positive shopping experience
- Resolved concerns of dissatisfied shoppers utilizing applied problem-solving skills, reducing the involvement of managers

Activities

Fencing Club, *Member*, University of Connecticut, Storrs, CT, September 20XX-Present

Drama Club, *Member*, University of Connecticut, Storrs, CT, September 20XX-Present

Food Share, *Volunteer*, Bloomfield, CT, August 20XX-June 20XX

Varsity Track Team, *Hurdler*, Canton High School, Canton, CT, September 20XX-June 20XX

Interests

Running Marathons, Horseback Riding, Science Fiction, Water Sports, and Fencing

(OVER FOR FIRST-YEAR TEMPLATE SAMPLE)

Your Name

Room # Residence Hall/Street Address
City, State Zip Code
Telephone Number
Email Address

Objective

Statement that tells the reader what position you are seeking and what skills you possess that can help you be successful

Education

University of Connecticut, Storrs, CT
Bachelor of Arts/Science, Month Year
Major: Undeclared

OR Bachelor of Arts/Science, College, Month Year
OR Bachelor of Arts/Science, Major (anticipated), Month Year
OR Bachelor of Arts/Science, Major, Month Year

Name of High School, City, State
High School Diploma, Month Year
List GPA #.##/4.00, any high school honors and/or awards

If you are undecided

If you have an anticipated college

If you have an anticipated major

If you have a major

Work Experience

Organization Name, City, State
Position Title, Month Year – Month Year

- List all jobs in reverse chronological order (most recent first and then back to high school)
- Use bullets to answer: what you did, why you did it, how you did it
- Begin each bullet with a strong action verb
- Use present tense for current positions and past tense for previous experiences
- Include one to three bullets of description for each experience

Activities

- Begin this section with any UConn clubs/organizations; this section should also be in reverse chronological order; include dates (Month Year – Month Year)
- List high school clubs and organizations; include dates of involvement
- Include titles of any positions held and significant responsibilities in any of these organizations

Volunteer Experience

- List all service and volunteer work in reverse chronological order; start with UConn and work back to high school
- Could be combined with activities section if only one entry here or can be omitted if you do not have applicable volunteer experience

Skills

Usually includes computer skills, language abilities, and/or certifications

Interests

You may include interests, especially as a first-year student. When you have more experience and involvement as you move through your college years, this section may be removed per space constraints.

For résumé examples go to: http://www.career.uconn.edu/media_resumes.html

(OVER FOR SAMPLE RÉSUMÉ)