

# **INCOMING FRESHMEN RESUME SAMPLE** *(Name in CAPS)*

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*(use San Antonio address)*

## **OBJECTIVE** *(Headings in CAPS and underlined)*

Seeking a fall or spring (year) work study position on the UTSA campus

## **SUMMARY OF QUALIFICATIONS** *(Short phrases noting your transferrable skills)*

- Bilingual: Spanish and English
- Effective verbal and written communication skills
- Productive as member of a team or individually
- Computer skills: Microsoft Word, Excel, PowerPoint, Familiar with Adobe Photoshop

## **EDUCATION**

The University of Texas at San Antonio

Bachelor of Arts in Psychology *(Exact title of degree and major)*

Expected Graduation: May 2019

Minor (Optional)

Reagan High School, San Antonio, TX.

June 2015

*(List HS ranking or GPA- remove after freshmen year of college)*

## **HONORS AND AWARDS**

National Honor Society, Reagan High School

September 2013 – May 2015

Honor Roll, Reagan High School

September 2012 – May 2015

## **WORK EXPERIENCE** *(list most recent or current job first; begin with an action verb)*

**Sales Associate**, Old Navy, San Antonio, Texas

July 2014 – Present

- Demonstrate excellent customer service skills via telephone and in person
- Balance cash and credit card transactions of \$1500 per shift
- Organize clothing, restock merchandise and participate in monthly inventory

**Position Title in Bold**, Name of Business or Organization, City

Month Year – Month Year

- Offer additional knowledge, skills and abilities and focus on accomplishments, not just job duties
- If it is **not** your current job, the action verbs should be in the past tense

## **ACTIVITIES AND VOLUNTEER EXPERIENCE**

• Marching Band, Reagan High School

September 2012 – May 2015

• Student Council, Reagan High School

September 2012 – May 2014

○ (Treasurer – September 2013 – May 2014)

• Animal Defense League, Volunteer

July 2013 – December 2013

• Goodwill Industries, Volunteer

June 2012 – December 2012

*(make sure dates align to right margin)*

*(Resume should be one page, use single spacing. **No** typos or grammatical errors.)*