

Sample Resume: First Year Student

Cara Yao

Denver, CO • xxx-xxx-xxx • cara.yao@du.edu

EDUCATION

University of Denver (Denver, CO)

Expected Graduation June 20xx

B.A. Sociology & Psychology, Minor in Business Administration

San Diego High School (San Diego, CA)

May 20xx

High School Diploma

- Awards & Honors: Graduated with a 4.02 GPA, a member of the National Honor Society, and several achievements in band and music

EXPERIENCE

Seamstress Assistant, Custom Tailors (San Diego, CA)

June 20xx – Present

- Assist in making alterations to customers' clothing by measuring and cutting fabric which saves seamstress time
- Deliver altered clothing to contracted clothing stores and organize delivery schedule to ensure fast and efficient delivery
- Write tags that provide information about what alterations need to be made along with customer information including name, phone number, and/or email address

Childcare Provider, Self-Employed (San Diego, CA)

Aug. 20xx – Present

- Care for children ages 2-10 and maintain relationships with both the parents and children
- Play with children, prepare meals, assist with homework and nighttime routines

Volunteer Band Assistant, San Diego Schools (San Diego, CA)

August 20xx – March 20xx

- Assisted the band directors during 8th grade band by teaching basic music theory and printing sheet music for the students
- Helped students with audition material by listening and providing feedback and suggestions to improve performance
- Kept records, sorted and managed both the middle school and high school music library so students and band directors could find material easily

ACTIVITIES

San Diego High School (San Diego, CA)

- Band, Saxophone Sept. 20xx – May 20xx
- Drama Club Sept. 20xx – May 20xx
- Varsity Soccer Team Sept. 20xx – Dec. 20xx

San Diego Soccer Association (San Diego, CA)

- Elite Team Participant Aug. 20xx – May 20xx

COMMUNITY SERVICE

Mary's Food Bank (Poway, CA)

Dec. 20xx

Dirt Pass Trail Crew (San Diego, CA)

July 20xx

SKILLS

Certified in Microsoft Word

Proficient in Google programs including Docs and Sheets

Proficient in using most office printers