

First Year Sample Résumé

# Sample Student

Lea, 101 Excellence Hall | 900 Virginia Avenue | Columbia, Missouri 65211 | (573) 555-5555 | sss123@mail.missouri.edu  
LinkedIn: www.linkedin.com/in/mizzoustudent

## Education

University of Missouri – Columbia Columbia, MO  
Undergraduate Arts & Science

- Anticipated Graduation Date: May 20\_\_
- GPA: Not Yet Calculated

Independence High School; Independence, Missouri

High School Diploma and College Preparatory Certificate

- Graduation Date: June 20\_\_
- Unweighted GPA - 3.80 of 4.0 | Weighted GPA – 4.6 of 5.0

## Work Experience

Santa Fe Railroad Depot Kansas City, Missouri May 20\_\_ – August 20\_\_

Timekeeper

- Recorded twenty train arrival times per day in log books
- Cleared indigents from railroad depot
- Assisted depot manger in day to day clerical tasks

Grandview Farm Grandview, Missouri September 20\_\_ – March 20\_\_

Farmhand

- Served as general help for livestock development with a head of over 300
- Transported grain from silos to feedlots and provided fresh water

## Activities & Leadership

- Missouri Students Association Senate September 20\_\_ – Present
- College Democrats September 20\_\_ – Present
- Independence High School Student Body President June 20\_\_ – June 20\_\_
- Independence High School Student Council September 20\_\_ – June 20\_\_
- Youth in Government September 20\_\_ – June 20\_\_
- National 4-H Council September 20\_\_ – June 20\_\_

## Awards & Honors

- University of Missouri Curators Scholar September 20\_\_ - Present
- Youth Excellence in Leadership Award, Kansas City Rotary Club June 20\_\_
- Missouri Youth in Government Outstanding Statesman Award November 20\_\_

**Commented [A1]:** If you have not declared a major should use "Undeclared" and then list the college, rather than using "Undecided."

**Commented [A2]:** If you don't yet have a GPA please state "Not Yet Calculated" rather than "0.0 of 4.0" or "4.0 of 4.0".

**Commented [A3]:** You may include high school information especially if your college GPA has not been calculated or you have not yet declared a major.

**Commented [A4]:** Include any part-time jobs you had during high school and during the summer between high school and college.

**Commented [A5]:** Include any campus or community activities which you currently participate in and a select number from high school.

**Commented [A6]:** Document any awards or honors you recently received and notable high school awards.

**Commented [A7]:** Make sure to include your permanent address on your résumé as you may be looking for a summer job back home while still enrolled on campus in the spring.

Second Year Sample Résumé

# Sample Student

Local 23 E. Stewart Road | Apartment 200 | Columbia, Missouri 65203 | (573) 555-5555 | sss123@mail.missouri.edu  
LinkedIn: www.linkedin.com/in/mizzoustudent

## Education

**University of Missouri - Columbia** Columbia, MO  
Bachelor of Arts in History  
Anticipated Graduation Date: May 20\_\_  
- GPA: 3.68; Dean's List three of three semesters  
- Completed 3 hours of Honors College course work

**Commented [A1]:** Make sure to update your contact information as it changes.

**Commented [A2]:** If you have declared a major please include it on your résumé. Make sure that you know what type of Bachelor degree you are receiving. Is it: Science, Arts, Journalism? For a complete list of MU degrees, major, emphasis areas, minors and certificates, see <http://catalog.missouri.edu/degreesanddegreeprograms/>

## Work Experience

**Target Store** Columbia, Missouri March 20\_\_ - Present  
Merchandise Associate & Cashier  
- Served up to 70 customers per day in a courteous and friendly manner  
- Responsible for properly handling over \$2,000 in transactions per day  
- Assisted floor merchandise manager in creating and tearing down displays

**Commented [A3]:** Please remove your high school academic information if it still appears.

**Commented [AN4]:** It's important to update your work history if were employed in a part-time job during the school year or summer.

**Santa Fe Railroad Depot** Kansas City, Missouri May 20\_\_ - August 20\_\_  
Timekeeper  
- Recorded twenty train arrival times per day in log books  
- Cleared indigents from railroad depot  
- Assisted depot manger in day to day clerical tasks

**Commented [A5]:** You may continue to include some work experience from high school. Focus on those experiences that are most relevant to your major and career path.

## Activities & Leadership

- Missouri Students Association Senate September 20\_\_ - Present  
- College Democrats September 20\_\_ - Present  
- Independence High School Student Body President June 20\_\_ - June 20\_\_

## Awards & Honors

- University of Missouri Up & Coming Leader Award April 20\_\_  
- University of Missouri Curators Scholar September 20\_\_ - Present

## Skills

- One full year of Spanish Language Course Work  
- Proficient in Microsoft Word, PowerPoint and Excel  
- Familiar with using databases such as: EBSCO Host, LexisNexis Universe, and JSTOR to locate historical data and scholarly works  
- 50 Words Per Minute Typing & Ten-Key 4839 Key Per Hour

**Commented [A6]:** If you developed new skills during your first year of college, make sure to highlight those in a "Skills" section.

**Commented [A7]:** You may need to reduce your bottom margin to include any information that spilled over to a second page.

Third Year Sample Résumé

# Sample Student

1234 Old Highway 63 | Apartment 100 | Columbia, Missouri 65203 | (573) 555-5555 | sss123@mail.missouri.edu  
LinkedIn: www.linkedin.com/in/mizzoustudent

## Education

**University of Missouri** | Columbia, MO  
Bachelor of Arts in History, Emphasis in American History  
- Anticipated Graduation Date: May 20\_\_  
- Minor in Political Science  
- GPA: 3.75  
- Dean's List five of five semesters  
- Completed twelve hours of Honors College course work

## Work Experience

**Missouri State Historical Society** | Columbia, Missouri | June 20\_\_ - Present  
Summer Intern  
- Assisted staff in locating historical records from around the state  
- Compiled historical data on the Lewis & Clark Expedition through Missouri  
- Processed historical Civil War document donations from twenty estates

**The Mizzou Store** | Columbia, Missouri | March 20\_\_ - August 20\_\_  
Merchandise Associate & Cashier  
- Served up to 70 customers per day  
- Responsible for properly handling over \$2,000 in transactions per day  
- Assisted floor merchandise manager in creating and tearing down displays

## Activities & Leadership

- Missouri Students Association Senate | September 20\_\_ - Present  
- Student Affairs Committee Chair | May 20\_\_ - Present  
- College Democrats | September 20\_\_ - Present  
- Vice-President | May 20\_\_ - Present  
- Phi Alpha Theta History Honorary Society | May 20\_\_ - Present

## Awards & Honors

- Undergraduate Research Best Social Science Research Paper | September 20\_\_  
- "Missouri v. Mississippi: War of Americas Two Great Rivers"  
- Excellence in Academics & Leadership Award | May 20\_\_  
- University of Missouri Curators Scholar | September 20\_\_ - Present

## Skills

- Two full years of Spanish Language Course Work  
- Proficient in Microsoft Word, PowerPoint and Excel  
- Familiar with using databases such as: EBSCO Host, LexisNexis Universe, and JSTOR to locate historical data and scholarly works

**Commented [A1]:** Make sure to update your contact information as it changes.

**Commented [A2]:** You may find that decreasing your margins by a quarter of an inch helps if you are having issues including all your relevant résumé information.

**Commented [A3]:** If your degree program contains emphasis areas and you have begun to fulfill the requirements you should include it.

**Commented [A4]:** Make sure to include your minor if you have decided one.

**Commented [A5]:** It's important to update your work history.

**Commented [A6]:** You may need to reduce your font size and margins to include more content as you progress through college. Be careful not to reduce your text to a size that may be extremely difficult to read.

**Commented [A7]:** If you have enough content you should remove part-time jobs you held during high school which are not relevant to the job to which you are applying.

**Commented [A8]:** After you begin the third year even the most impressive high school activities and awards should be removed from the résumé.

**Commented [A9]:** To find a balance between education, work experience, activities, awards, and skills you may need to only include those relevant to the job you are seeking.

# Sample Student

560 South Providence | Apartment 100 | Columbia, Missouri 65203 | (573) 555-5555 | sss123@mail.missouri.edu  
LinkedIn: www.linkedin.com/in/mizzoustudent

**Fourth Year**  
**Sample**  
**Resume**

## Education

**University of Missouri** Columbia, Missouri Graduation Date: May 20\_\_  
Bachelor of Arts in History, Magna Cum Laude, Emphasis in American History  
Minor in Political Science  
GPA: 3.79, Dean's List eight of eight semesters  
- Honors Diploma

**Commented [A1]:** Make sure to update your contact information as it changes. Remember to include a mailing address (local or permanent).

**Commented [A2]:** Take into account the Latin honors if you have fulfilled your college's requirements.

## Work Experience

**Missouri State Historical Society** Columbia, Missouri June 20\_\_ - August 20\_\_  
Historical Intern  
- Assisted staff in locating historical records from around the state  
- Compiled historical data on the Lewis & Clark Expedition through Missouri  
- Processed historical Civil War document donations from twenty estates

**Commented [A3]:** It's important to update your work history. Make sure you highlight transferable skills employers are seeking and also add in "buzz" words in industry.

## The Mizzou Store

Columbia, Missouri March 20\_\_ - May 20\_\_  
Assistant Floor Manager  
- Managed floor associates when floor manager was not present  
- Responsible for placing orders of over \$10,000 for low stocked merchandise  
- Designed five seasonal window and floor displays

**Commented [A4]:** Verify that you update your work history to reflect promotions.

## Activities & Leadership

- Mizzou 39, Honorary for top 39 students at University of Missouri April 20\_\_  
- Missouri Students Association Senate September 20\_\_ - Present  
- Student Affairs Committee Chair May 20\_\_ - May 20\_\_  
- College Democrats September 20\_\_ - Present  
- Vice-President May 20\_\_ - May 20\_\_  
- Phi Alpha Theta History Honorary Society May 20\_\_ - May 20\_\_  
- President May 20\_\_ - May 20\_\_

**Commented [A5]:** After you begin the fourth year even some college activities and awards should be removed from the résumé.

## Awards & Honors

- Undergraduate Research Best Social Science Research Paper September 20\_\_  
- "Missouri v. Mississippi: War of Americas Two Great Rivers"  
- Excellence in Academics & Leadership Award May 20\_\_  
- University of Missouri Curators Scholar September 20\_\_ - May 20\_\_

## Skills

- Three full years of Spanish Language Course Work  
- Proficient in Microsoft Word, PowerPoint and Excel  
- Familiar with using databases such as: EBSCO Host, LexisNexis Universe, and JSTOR to locate historical data and scholarly works

**Commented [A6]:** To find a balance between education, work experience, activities, awards, and skills you may need to only include those relevant to the jobs you are seeking.