

FIRST YEAR SAMPLE RESUME

UPDATES:

Sample Student

sss123@mail.missouri.edu

(573)-555-5555

Local: 101 Excellence Hall, 900 Virginia Avenue | Columbia, Missouri 65203

Make sure you include your phone and email address; you may include your address on your resume if you like.

If you have not declared a major, use "Undeclared" and then list the college, rather than using "Undecided."

If you don't yet have a GPA, please state "Not Yet Calculated" rather than "0.0 out of 4.0" or "4.0 out of 4.0"

You may include high school information as a first year student but can safely remove it after the end of your first year.

Include any part-time jobs you had during high school and during the summer between high school and college.

Include any campus or community activities which you currently participate in and a select number from high school.

Document any awards or honors you recently received and notable high school awards.

EDUCATION

UNIVERSITY OF MISSOURI

Undeclared, Arts and Science

G.P.A: Not Yet Calculated

Columbia, Missouri

Anticipated Graduation: May 20__

INDEPENDENCE HIGH SCHOOL

Honors Diploma and College Preparatory Certificate

Unweighted G.P.A: 3.8/4.0

Independence, Missouri

Graduated: June 20__

Weighted G.P.A: 4.6/5.0

WORK EXPERIENCE

SANTA FE RAILROAD DEPOT, *Kansas City, Missouri*

May 20__ - August 20__

Timekeeper

- Recorded 20 train arrival times per day in logbooks
- Assisted Depot Manager in day-to-day clerical tasks such as filing, emails, and phone calls

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 the silos to the feedlots and provided fresh water to animals

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__

HONORS & AWARDS

- 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__

SECOND YEAR SAMPLE RESUME

UPDATES:

Sample Student

sss123@mail.missouri.edu

101 Excellence Hall, 900 Virginia Avenue | Columbia, Missouri 65203

(573)-555-5555

EDUCATION

UNIVERSITY OF MISSOURI

Columbia, Missouri

Bachelor of Arts in History

Anticipated Graduation: May 20__

G.P.A: 3.68/4.00

Dean's List August 20__-Present

- Completed 12 hours of Honors College Coursework

WORK EXPERIENCE

THE MIZZOU STORE, *Columbia Missouri*

March 20__ - Present

Merchandise Associate & Cashier

- Served up to 70 customers per day in a courteous and friendly manner
- Handled over \$2,000 in transactions per day
- Assisted floor merchandise manager in creating and tearing down displays

SANTA FE RAILROAD DEPOT, *Kansas City, Missouri*

May 20__-August 20__

Timekeeper

- Recorded 20 train arrival times per day in the logbooks
- Assisted Depot Manager in day-to-day clerical tasks such as filing, emails, and phone calls

ACTIVITIES & LEADERSHIP

MISSOURI STUDENTS' ASSOCIATION SENATE, *Columbia, Missouri*

September 20__-Present

Student Affairs Committee Chair

- Guided committee meetings and oversaw the delegation of tasks associated with assessing the student body's interests and planning related events

COLLEGE DEMOCRATS, *Columbia, Missouri*

September 20__-Present

Member

- Attended weekly meetings and tabled events on campus to engage with the student body

STUDENT COUNCIL, *Independence, Missouri*

September 20__-June 20__

Student Body President (June 20__-June 20__)

- Organized and coordinated various programs and fundraising events to generate revenue
- Developed relationships between the principal, teaching staff, and students to establish a conducive environment for learning

HONORS & AWARDS

- University of Missouri Up & Coming Leader Award**
- University of Missouri Curators Scholar**

April 20__

September 20__-Present

SKILLS

- 2 Full Years of Spanish Language Coursework
- Proficient in Microsoft Word, PowerPoint, & Excel

Update your contact information as it changes.

If you have declared a major, include it on your resume. Make sure to list it by the official name designated by the university: i.e. Bachelor of Journalism/Art/ Science in For a complete list of majors, minors, and certificates, visit <https://majors.missouri.edu/>

You can remove your high school academic information if it is still listed.

Update your work history, including adding in any jobs or internships you held during the school year or over the summer.

You may continue to include some experience from high school. Focus on those experiences that are most relevant to your major or career path.

If you developed new skills during your first year of college, you may choose to highlight those in a "Skills" section.

You may need to adjust your margins or font size as the amount of experience and information listed on your resume increases.

THIRD YEAR SAMPLE RESUME

UPDATES:

Update your contact information as it changes.

If your degree program contains an emphasis area, include it here.

Include any minors you are pursuing.

It is important to update your work history – check dates, add new experiences and bullet points.

If you have enough content, you may start to remove part-time jobs you held during high school which are not as relevant to the job to which you are applying.

After you begin your third year, this section should mainly be college activities.

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.

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.

Sample Student

sss123@mail.missouri.edu

1000 Old Highway 63, Apartment 100 | Columbia, Missouri 65203

(573)-555-5555

EDUCATION

UNIVERSITY OF MISSOURI

Bachelor of Arts in History, Emphasis in American History

Minor in Political Science

Completed 12 hours of Honors College Coursework

Columbia, Missouri

Anticipated Graduation: May 20__

G.P.A: 3.75/4.00

Dean's List August __ - Present

WORK EXPERIENCE

MISSOURI STATE HISTORICAL SOCIETY, *Columbia, Missouri*

June 20__ - Present

Summer Intern

- Located historical records from around the state to assist with research and record keeping
- 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
- Handled over \$2,000 in transactions per day
- Assisted floor merchandise manager in creating and tearing down displays

ACTIVITIES & LEADERSHIP

MISSOURI STUDENTS ASSOCIATION SENATE, *Columbia, Missouri*

September 20__-Present

Student Affairs Committee Chair (May 20__-Present)

- Guided committee meetings and oversaw the delegation of tasks associated with assessing the student body's interests and planning related events

PHI ALPHA THETA HISTORY HONORARY SOCIETY, *Columbia, Missouri*

May 20__-Present

Member

- Attended meetings and engaged with guest speakers at networking and lecture events
- Recruited members and raised funds at various events including book drives and recruitment fairs

HONORS & AWARDS

- **Undergraduate Research Best Social Science Research Paper**
- "Missouri v Mississippi: War of America's Two Great Rivers"
- **Excellence in Academics & Leadership Award**
- **University of Missouri Curators Scholar**

September 20__

May 20__

September 20__-Present

SKILLS

- 2 Full Years of Spanish Language Coursework
- Proficient in Microsoft Word, PowerPoint, & Excel
- Familiar with using databases such as: EBSCO Host, LexisNexis Universe, & JSTOR to locate historical data & scholarly works

FOURTH YEAR SAMPLE RESUME

UPDATES:

Sample Student

sss123@mail.missouri.edu

560 South Providence, Apartment 100 | Columbia, Missouri 65203

(573)-555-5555

Update your contact information as it changes.

EDUCATION

UNIVERSITY OF MISSOURI

Bachelor of Arts in History, Emphasis in American History

Honors Diploma

G.P.A: 3.75 / 4.00

- Completed 12 hours of Honors College Coursework
- Dean's List (August __ - Present)

Columbia, Missouri

Minor in Political Science

Magna Cum Laude

Anticipated Graduation: May 20__

Consider adding honors if you have received them.

WORK EXPERIENCE

MISSOURI STATE HISTORICAL SOCIETY, *Columbia, Missouri*

June 20__ - August __

Summer Intern

- Used databases such as: EBSCO Host, LexisNexis Universe, & JSTOR to locate historical data & scholarly works
- Compiled historical data on the Lewis & Clark Expedition through Missouri
- Processed historical Civil War document donations from twenty estates

Highlight transferable skills employers are seeking and add in industry key words.

THE MIZZOU STORE, *Columbia, Missouri*

March 20__ - May 20__

Assistant Floor Manager

- Managed floor associates when floor manager was not present
- Placed orders of over \$10,000 for low stocked merchandise
- Designed five seasonal window and floor displays to draw in customers and sell merchandise

Update your work history to reflect promotions. Make sure to add bullet points to reflect new tasks and responsibilities.

ACTIVITIES & LEADERSHIP

MISSOURI STUDENTS' ASSOCIATION SENATE, *Columbia, Missouri*

September 20__ - Present

Student Affairs Committee Chair (May 20__ - Present)

- Guided committee meetings and oversaw the delegation of tasks associated with assessing the student body's interests and planning related events

After you begin the fourth year make sure to add content to your activities to show off skills to employers.

PHI ALPHA THETA HISTORY HONORARY SOCIETY, *Columbia, Missouri*

May 20__ - Present

President

- Chaired meetings and delegated tasks to committee heads while providing support and resources

HONORS & AWARDS

- Mizzou 39, Honorary for top 39 students at the University of Missouri**
- Undergraduate Research Best Social Science Research Paper**
 - "Missouri v Mississippi: War of America's Two Great Rivers"
- Excellence in Academics & Leadership Award**
- University of Missouri Curators Scholar**

April 20__

September 20__

May 20__

September 20__ - Present

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.

SKILLS

- 3 Full Years of Spanish Language Coursework
- Proficient in Microsoft Word, PowerPoint, & Excel