

## Sample First College Resume

### Libby Arts

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#### EDUCATION

Northeastern University, Boston, MA

Candidate for Bachelor of Arts in Communication Studies

May 2014

**GPA 3.0**

**Relevant Courses:** Principles of Organizational Behavior, Media Culture and Society

**Honors/Awards:** Dean's List

**Activities:** Communication Studies Club, Intramural basketball

#### SKILLS

**Computer:** Microsoft Word, Excel, PowerPoint, and Access

**Language:** Completed Intermediate-level Spanish

#### EXPERIENCE

##### Really Trendy Clothes, Boston, MA

Sales Associate

September 2008-August 2009

- Promoted sales and assisted customers in selection of clothing
- Coordinated and marketed store specials and floor displays
- Inventoried and replenished stock
- Trained ten new employees on store policy and sales techniques

##### The Green Family, Boston, MA

Babysitter

August 2006-September 2008

- Supervised two elementary school aged children in after school activities three times a week
- Planned entertaining and educational activities for the children
- Assisted children with math, English and science homework

#### VOLUNTEER EXPERIENCE

##### Books On Tape, Boston, MA

Reader

January 2007-January 2008

- Read text books, instruction manuals and fiction that were recorded for use by the blind

#### INTERESTS

Diving, snow boarding, traveling, reading

## Sample First Year Student Resume

1 Symphony Road Apartment # 14, Boston, MA 02115  
(617) 232-2963 ♦ charlieb@aol.com

### EDUCATION

**Northeastern University, Boston, MA**

**Candidate for Bachelor of Science in Economics**

**May 2014**

Achievements: Academic Scholarship

Torrey Pines High School, San Diego, CA June 2009

High School Diploma

Extracurricular Activities: Water polo, Football

### WORK EXPERIENCE

**"No Way Out" Gym San Diego, CA**

**Front Desk Operator/ Personal Trainer Assistant**

**Aug. 2009 – June 2010**

- Greeted clients and handled the check in process
- Called clients for appointment reminders regarding training appointments
- Collected and logged monthly dues from clients
- Promoted services to new members
- Responded to clients' requests in training environment

**Event Temps Boston, MA**

**General Wait Staff**

**Sept. 2008 – March 2009**

- Organized and served food and beverages during events ranging from corporate functions to multiple course meals for up to 300 people
- Assisted in event preparations including setting up media equipment for presentations
- Developed strong multi-tasking skills to meet customer needs in fast-paced environment
- Coordinated with other employees to bring high quality service to clients and their guests

### SKILLS

- Computer: Microsoft Office (Excel, Access, PowerPoint, Word) and SPSS
- Activities: Member of Toastmasters

## Sample First Year Student Resume

617.445.4993 ♦ tarnell.a@neu.edu ♦ 800 Columbus Ave. Box 5083 ♦ Roxbury, MA 02120

### EDUCATION

#### Northeastern University Boston, MA

**Candidate for Bachelor of Arts in International Affairs, Sociology; Minor in Spanish Expected May 2015**

**Awards:** Dean's Scholarship, Dean's List **GPA: 3.9**

**Activities:** International Affairs Society, Student Government Special Interest Senator, Global Partnership for Activism and Cross-Cultural Training, Tutor English Language to Spanish workers (NUTELLS), Model United Nations, LEGO–Freshmen leadership group, College of Arts & Sciences Honors Academy, Hiking & Outing Club, Intramural Sports (Soccer, Volleyball, Broomball)

#### East Greenwich High School East Greenwich, RI

**Leadership Activities: Diploma: June 2010**

**Class Council – Historian (2005–2010); Prom Committee Co-Leader (2009)**

- Collaborated with council to plan events, fund raisers, speeches and implement programs for class unity

**Student Government – Treasurer / Senator (2007-2010)**

- Attended meetings with board and principal to develop plans to make changes within the community

**Additional Activities:** International Club, Soccer, Track, Volleyball, Orchestra (Cello), Youth to Youth

**Awards:** Citizens Who Care Scholarship, Rotary Youth Leadership Award, RI Scholar (2001-2005)

### RELEVANT WORK EXPERIENCE

#### Youth to Youth Rhode Island & Ohio

**Volunteer Program Staff Member**

**Sept. 2008-present**

- Organize, create, and implement group events and small conferences throughout the year.
- Deliver presentations to promote healthy choices to students and parents

**Volunteer Conference Facilitator**

**June 2006- Aug. 2009 (Seasonal)**

- Facilitated small group discussions and team-building activities throughout 5-day conferences for drug prevention and youth leadership program.
- Performed skits, speeches and lead large group activities for audiences ranging from 50-600.

#### Five Main Art Gallery/Store Wickford, RI

**Assistant Manager and Associate**

**April 2006 – Aug. 2009**

- Assisted customers with purchases and performed cash and credit card transactions.
- Managed opening and closing of store and designed displays to increase sales and profitability.
- Evaluated artwork with the owner to decide which pieces to display for purchase.

#### Rhode Island School of Design Providence, RI

**Junior Docent**

**Sept. 2006 – June 2007**

- Learned about historical artists and paintings; taught others how to evaluate the pieces.
- Presented artwork to middle school students to educate and help them appreciate the artists' work.
- Guided children and family members in art projects that related to artwork in the museum.

### ADDITIONAL WORK EXPERIENCE

T Table 28 Restaurant, Food Server / Kitchen Aid, East Greenwich, RI,

June-August 2010

T Cold Stone Creamery, Crew Associate, East Greenwich, RI,

June-August 2008 & 2009

### SKILLS/INTERESTS

- Conversational ability in Spanish
- Northeastern Cultural and Language Learning Society (Student in Italian, Arabic, and advanced Spanish)
- Microsoft Word, Excel, PowerPoint, Outlook, Internet research
- Painting, sketching, photography, skiing, Broadway musicals