

freshman resume

Every Spartan needs a resume!

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Sparty Spartan

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Education

Bachelor of Arts, Communication
Michigan State University, East Lansing, MI

May 2023

High School Diploma
North Street High School, City, MI

May 2019

- Class Salutatorian
- National Honor Society Scholar (2017,2018)
- 125 cumulative community service hours

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Experience

Senior Class Vice-President
North Street High School Government, City, MI

August 2018 - May 2019

- Served as official liaison between Student Government and NSH administration
- Facilitated monthly senior class meetings with 25 student government members
- Spearheaded "Fall Carnival" fundraiser that raised over \$1,900 for senior class trip
- Oversaw 10 colleagues on Homecoming and Prom Planning Committees

Youth Counselor
North Street YMCA, City, MI

May 2016 - August 2018

- Supervised 35 youth campers ranging from 7 to 10 years old
- Coordinated daily activities for campers to keep them active and engaged
- Planned an end of summer event for 200 campers with a group of 4 other counselors

Crew Member
McDonalds, City, MI

October 2015 - May 2016

- Received 2 'Outstanding Customer Services' awards for performance
- Trained between 2 and 3 new Crew Members each quarter, providing ongoing coaching and mentoring during their initial months on the job
- Collaborated with a team of 5 to provide efficient services in a fast-paced environment.

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Activities

Member, North Street High Track Team, City, MI

January 2017 - May 2019

- Committed 10 hours per week to practice and to developing team building skills

Volunteer, Boys & Girls Club, City, MI

June 2017 - August 2017

- Worked with youth between 3-5 hours per week on interpersonal skills and relationships

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Certifications/Skills

- Proficient in Microsoft Word, Microsoft PowerPoint, and Adobe Photoshop
- Certified in CPR/First Aid

resume space allocation

As a general rule

- Name and contact info: 5%
- Education: 10-15%
- Relevant experience and/or skills: 75%
- Other (activities, awards, memberships, computer skills, interests, etc.): 5-10%

More resume tips

creating bullet points: the WHO method

Most employers can look at job titles and accurately guess **WHAT** you did. What excites them more is to know **HOW** you completed the work and the **OUTCOMES** of your contributions.

Before: "Provided quality customer service"

After: Resolved customer concerns to efficiently maintain positive relationships and brand loyalty

How: Focus on the outcomes ("positive relationships and brand loyalty") to show your impact

Before: "Worked with a diverse group of people"

After: Overcame cultural and language barriers with 30+ students by remaining open and encouraging

How: Instead of concentrating on what you did, emphasize your strategies for overcoming challenges

Avery Black

231-123-4567 | averyb@msu.edu | www.averyblack.com

Education

Michigan State University; East Lansing, MI May 2020
 Bachelor of Arts, Psychology

- Minors: Education and Spanish
- GPA: 3.91; Dean's List (all eligible semesters); National Society of Collegiate Scholars

Comparative Cultures in Ecuador; Quito, Ecuador May 2017 - Aug. 2017
 Study Abroad Program Participant

- Participated in an 8 credit intensive Spanish language and cultural immersion experience
- Volunteered at a local orphanage, built a new common room, and engaged 3-7 children weekly
- Strengthened cross-cultural skills by building relationships with on-site instructors and local residents

Experience

NorthWest Initiative; Lansing, MI June 2019 - Present
 Community Outreach Intern

- Recruit 4 nonprofit organizations and 5 business partners to sponsor and attend workshops and events aimed at building healthy communities through youth engagement and food system development
- Maintain database of 500 contacts, update events website regularly, and create promotional plans
- Oversee team of 12 volunteers for event set-up, registration, food service, and take-down
- Compile conference evaluation reports and make recommendations to Executive Director

J.Crew; East Lansing, MI December 2017 - Present
 Sales Associate

- Assist manager in training new hires, on-boarding 15 new associates to date
- Memorize promotions and special order processes to provide expertise for customers
- Independently processed credit cards, cash transactions, bank deposits, and other store reports accurately
- Resolved customer concerns efficiently to maintain positive relationships and brand loyalty

Michigan House of Representatives; Lansing, MI January 2017 - May 2017
 Office Support Intern

- Composed 10-12 formal responses to constituents each week on legislative-related topics
- Used Democratic Party database to maintain constituent contacts on local, state, and federal concerns
- Addressed high volume calls (20-30 daily), prepared presentations for weekly committee hearings, and managed office's digital and physical records, ensuring accuracy and professionalism on all fronts

Refugee Development Center; East Lansing, MI August 2017 - December 2017
 Volunteer High School Mentor/Tutor

- Overcame cultural and language barriers with 30+ students by remaining open and encouraging
- Adapted lessons and activities to students' learning styles and varying levels of proficiency
- Coached students weekly in reading, writing, pronunciation, and cultural practices

Additional Experience

Nanny for middle-school student with special needs; Holt, MI March 2018 - Present
 Spanish Tutor/Mentor at Southside Community Coalition; Lansing, MI Oct. 2016 - Dec. 2016

Skills Profile

- **Language:** English (native); Spanish (intermediate)
- **Technical:** Photoshop (beginner); Excel & Google Sheets (intermediate); website updates (beginner)

✓ Tips from the pros

- ▶ First: Just write something down then **edit to improve**
- ▶ Your resume should look **familiar and professional**
- ▶ Stick with **black type** on white paper
- ▶ Use **bullet points**, avoid paragraphs
- ▶ Use active, **skills-based words** in bullet points
- ▶ Keep it to **one page!**

For more Resume Samples: CareerNetwork.msu.edu/SampleResumes

Taylor Levine

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EDUCATION

Bachelor of Science, Human Biology May 2020
Michigan State University | Lyman Briggs College | East Lansing, MI

- Minor in Bioethics

EXPERIENCE

Research Technician Sep. 2018 - Present

MSU Environmental Health & Safety Lab | East Lansing, MI

- Perform diagnostic testing on fume hoods throughout over 50 MSU laboratories
- Determine cubic feet per minute and face velocities of air ducts as well as room pressurization and satisfactory standards for lab and fume hood safety
- Record data from testing and evaluations using Excel and provide reports to laboratory managers
- Establish and maintain both written and oral communication between lab director and senior industrial hygienist
- Collaborate with 3 coworkers to create graphs, images, and other files used in staff training
- Certification in Chemical Hygiene, Laboratory Safety, and Hazardous Waste Management

Resident Assistant, Holmes Hall Aug. 2018 - Present

MSU Residence Education and Housing Services | East Lansing, MI

- Develop programs for social outreach and community development for over 1,000 residents
- Administer course and career guidance for first and second-year undergraduate students
- Resident Assistant of the Year, spring 2017

Emergency Room Student Volunteer May 2018 – Aug. 2018

Beaumont Health Systems | Troy, MI

- Recognized for exceeding performance expectations and taking initiative
- Learned to work and adapt in a fast-paced environment while assisting health care providers
- Communicated with triage nurse regarding changes in the severity of patients' symptoms to provide them with a comfortable and safe environment while waiting to see a physician

Participant Spring 2017

MSU Alternative Spring Break Program | Camden, New Jersey

- Developed an increased awareness, understanding, and appreciation of cultural differences and socio-economic backgrounds
- Completed over 60 service hours with organizations such as New Vision Homeless Shelter, The Francis House for HIV/AIDs, and Hope Network

Front Desk Receptionist Aug. 2016 – July 2018

MSU Career Services | East Lansing, MI

- Compiled over 200 new job postings into database using attention to detail to ensure accuracy
- Communicated with diverse clientele including students, staff, professors, and employers
- Utilized problem solving skills to remain professional when responding to stress-related situations

AFFILIATIONS

- Human Biology Club; Volunteer Chair Sep. 2017 - Present
- Read to Succeed; Volunteer Tutor Mar. 2018 - Present
- Girl Scouts of America; Lifetime Member Jan. 2015 - Present

bullet points using the WHO method

Before: "Input data and provide reports"

After: Record data from testing and evaluations using Excel and provide reports to laboratory managers

How: Communicate your skills gained by describing the "tools" used to complete your work

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Before: "Assisted supervisor by compiling job postings"

After: Compiled over 200 new job postings into database using attention to detail to ensure accuracy

How: Add scope to your resume by sharing numbers ("200") that provide proof of your impact

Online applications

Many employers are required to have you complete an online application (in addition to your resume)

Use the same care and attention to detail as you would when writing your resume

Save your resume as a Word doc to make it easier to cut and paste in the online application fields

Final checklist

- ▶ **No photo** of yourself
- ▶ **Current** contact information only
- ▶ **No Objective** statement
- ▶ Use **extreme caution** when sharing your GPA
- ▶ Listing your most **recent experiences** first is preferred
- ▶ **Don't include** "References available on request"

Resume sample

Amanda Getajob

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EDUCATION

Michigan State University, East Lansing, MI May 2020
Eli Broad College of Business
Bachelor of Arts, Supply Chain Management
Minor in International Business
Major GPA: 3.75/4.00; Cumulative GPA: 3.35/4.00
Spartan Foundation Scholarship Recipient; Dean's List: 3 Semesters

International Business Study Abroad, Western Europe May 2018

PROFESSIONAL EXPERIENCE

General Motors, Detroit, MI June – Aug. 2019
Supply Chain Intern

- Increased next-day deliveries of dealer referral orders by 50 lines per month, impacting 100 dealers in North America through the creation of a new order pulling process
- Executed a regional \$100,000 materials budget to reduce the expense of required materials
- Managed relationships with 3 suppliers to ensure a collaborative relationship and maximize the interactions
- Presented potential cost-savings plan to 12 upper level executives for further review

EY, Chicago, IL May – Aug. 2017
Core Tax Intern

- Collaborated with a team of 6 interns and professional staff to complete compliance work, finishing 4 weeks ahead of the budgeted schedule
- Provided tax compliance services on an international, federal, state, and local to multiple clients, including trusts and multinational corporations
- Developed an Excel workbook to expedite the preparation process resulting in time saving in excess of 150 hours

OTHER RELATED EXPERIENCE

Michigan State University Culinary Services, East Lansing, MI Jan. 2017 – Present
Student Cook

- Provided courteous and prompt customer service to guests in a dining hall for approximately 7,500
- Attained full responsibility for completion of daily projects of front-kitchen team and supervision of 4 other co-workers in the front kitchen
- Mentored a novice prep chef in basics of food preparation until she attained sufficient competence to be independent contributor to team
- Ensured all service and preparation areas were kept clean and met sanitation standards

Lindow's Lawns, Milford, IL Summers 2016, 2017
Office Assistant

- Increased revenue by over 9% by implementing "Sunday Special" lawn care promotion
- Designed and implemented a training program to onboard 4 new staff members
- Managed and held responsibility for balancing daily cash flow of \$300

ACTIVITIES & SKILLS

MSU Supply Chain Management Association, *Vice President* Aug. 2018 – Present
Phi Chi Theta, Professional Business Fraternity, *Member* Aug. 2016 – Present
Deloitte Financial Accounting Case Competition, *Participant* Aug. 2017 – June 2018
Chinese and English Language, *Fluent*
Bloomberg Certified in Equities and Commodities