SMITH SAMPLE

Sample resume for a student with **limited work experience**

111 Smith Street, Chicago, IL 60623 (555)555-5555 Smith@gmail.com

EDUCATION

University of Illinois - Chicago

Expected Year of Graduation: 2018

Major: Business Management

Related Courses: Accounting I, Micro Economics, Pre-Calculus

World Language High School

Graduated June 2013

College Preparatory School

GPA: 3.1

EXPERIENCE

Dunkin Donuts June 2009-Present

Counter Server

- Delivered excellent customer service to about 300 customers daily.
- Performed food preparation by adhering to health codes.
- Operated the cash register, handling between \$500-700 daily.

VOLUNTEER EXPERIENCE

World Language High School Alternative Spring Break April 2011, April 2012

• Service trip to Honduras to build 2 houses for people in need.

ACTIVITES

University of Illinois – Chicago Cape Verdean Club September 2013-Present

• Promote Cape Verdean culture on campus by organizing events.

Bottom Line September 2012-Present

- Member of a selective organization supporting college completion for first generation college students.
- Attend monthly meetings with a personal counselor focused on ensuring academic, personal, and career success.
- Participate in a variety of program events, including transition to college workshops, career readiness forums, and class networking activities.

HONORS AND AWARDS

Honor Roll (Grades 9, 10, 11, 12)

All-Star Soccer Player for Most Goals Scored in the City of Chicago - 2012

SKILLS

Language: Fluent reading, writing, and speaking Portuguese and Cape Verdean Creole

Computer: Proficient in Windows 95-XP, Microsoft Word, Excel, Internet

SUZIE SAMPLE

111 High Street, Dorchester MA 02124 **Suzie@gmail.com** • (555) -555-5555

Sample resume for a student with **extensive professional experience**

EDUCATION

Northeastern University, Boston, MA

Expected Graduation May 2015

- Candidate for Bachelor of Arts Degree in Political Science, Minor in Business Administration, GPA: 3.4
- Northeastern University Boston Housing Authority Scholarship Recipient, 2006-2011

EXPERIENCE

MassVote, Boston, MA

September 2013 - Present

Program Assistant for Young Civic Leaders

- Perform administrative tasks such as mange payroll on Excel and organize files on internal database
- Co-Lead selection process for the *Initiative for Diversity and Civic Leadership* and interview potential candidates for entrance into program
- Co-Lead the Young Civic Leaders program and mentor high school students within the program
- Develop creative solutions in regards to questions and concerns within the program

Project R.I.S.E, Braintree, MA

June 2013 - August 2013

Site Director, Math and English Teacher (Seasonal)

- Taught a math review class to 40 students in grades 5-10
- Watched over students during weekly field trips
- Carried out administrative duties such as filing, data entry and photocopying

Champion & Associates Law Office, Boston, MA

September 2011 - January 2013

Paralegal

- Performed clerical duties such as answering phones, filing, and typing memos
- Corresponded with clients about appointments and follow-up meetings

Boston Vulcan Society, Boston, MA

June 2010 - September 2010

Peer Supervisor

- Supervised a group of 5 students on several projects
- Designed and implemented presentations on fire safety to the community

Senator Edward Kennedy's Office, Boston, MA

January 2009 - June 2009

Intern

- Corresponded with constituents in regards to their inquiries on Social Security policies and concerns
- Answered up 20 additional questions daily via telephone and mail as it relates to the Senators political platform

LEADERSHIP EXPERIENCE

Delta Sigma Theta Sorority

December 2013 - Present

Nominating Chair/Chair of the Social Action Committee

Create programs that inform and engage community about local and national political initiatives

National Pan Hellenic Council

December 2012 - Present

Treasurer

Collect chapter dues and keep track of incoming and outgoing financial transactions on Excel

AWARDS

Comcast Leadership Scholarship, 2011; Verizon Cite Scholarship Recipient, 2011; Skidmore College Book Award, 2012; Award received from MA Dept. of Developmental Services for work with mentally challenged adults, March 2010

SKILLS

Computers: Microsoft Word, Exposure to Excel, PowerPoint, and Lotus

Language: Conversational Spanish and Fluent in English

Sample resume for a student with *limited work* experience, but many volunteer and leadership activities

SMITH SAMPLE

5 High Street, Brooklyn, NY 11242 · (555) 555-5555 · smith@gmail.com

EDUCATION

SUNY Stony Brook Stony Brook, NY Anticipated Graduation, May 2017

Candidate for Bachelor of Arts in Sociology

George Washington High School Brooklyn, NY Graduated June 2012

Maintained a 3.6 GPA

VOLUNTEER EXPERIENCE

Team Dominican Republic Brooklyn, NY April 2010 & 2011

Volunteer

• Worked with Haitian Complex to provide supplies, clean up facilities, and unite community.

Assisted in the rebuilding of a local school and provided academic supplies for students.

Team Honduras Brooklyn, NY April 2009

Volunteer

• Aided in building of house for residents affected by Hurricane Paloma.

• Built a bathroom for a local school and provided academic supplies for students.

Casa Nueva Vida Brooklyn, NY December 2007-January 2008

Tutor

• Provided homework assistance to eight 5th and 6th grade students.

Tutored students in understanding basic math concepts and gave progress reports to parents.

LEADERSHIP EXPERIENCE

Upward Bound New York, NY May 2013-Present

Mentor

• Support 60 low income, first generation high school students during 6 week intensive academic summer program.

• Provide tutoring and college readiness advice during small group sessions.

WORK EXPERIENCE

Brooklyn Autobody Brooklyn, NY September 2007-Present

Autobody Assistant

• Prepare vehicles for painting and track their process on internal computer system.

- Assist approximately 20 customers daily in renting vehicles and answer questions on rental contracts.
- Perform other duties as needed, such as cleaning cars and the facilities.

ACTIVITIES

Cape Verdean Student Association, Sep. 2009-Present; SUNY Stony Brook Intramural Soccer League, Oct. 2009-Present; George Washington High School Soccer Team, *Captain*, Oct. 2005-Nov. 2008

SKILLS

Computers: Microsoft Word, PowerPoint, and Excel; Knowledge of Photoshop, HTML, Webmaker

Languages: Fluent in Cape Verdean Creole, Portuguese, and English; Proficient in Spanish