

# SMITH SAMPLE

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

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

## 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.

## ACTIVITIES

**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 manage 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

