



# First-Year Student Resumes

## *Pointers for Presenting Your Qualifications*

### **Yes, YOU need a resume!**

Résumés are not just for graduating students. First and second year students need résumés to apply for part- and full-time jobs, internships, and scholarships. By developing a résumé in your first year at SBU, you will have a foundation document that you will be able to continually update with new experiences. You will also be well prepared when the right opportunity presents itself. You never know when that will be.

Even as a first-year college student, you can impress employers with your potential to do well in an internship or summer job without having direct experience in a given field. The solution lies in considering the specific purpose of your résumé, doing some careful assessment to identify the transferable strengths and accomplishments you'll convey in your résumé and choosing a résumé format that presents your personal qualities most effectively.

To develop your résumé, you should:

- Complete the Résumé Writing Worksheet. As you begin to describe your experiences, use **ACTION VERBS** to highlight your demonstrated skills and achievements.
- Using the content from the following worksheet, develop a Microsoft Word version of your résumé. Sample resumes are included on the following pages. While these samples will guide you in crafting your résumé, keep in mind that your document must be uniquely your own.
- For further assistance, consider attending the CPRC's **Write Your College Résumé** passport workshop.
- Assess your résumé for overall layout and design. Proofread, proofread, and proofread your document to identify errors in grammar and spelling.

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## **Career and Professional Readiness Center**

[www.sbu.edu/cprc](http://www.sbu.edu/cprc) | Reilly Center 231 | 716-375-2384 | [career@sbu.edu](mailto:career@sbu.edu)

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# Résumé Writing Worksheet

The following is to be used as a guide for writing your résumé. However, each résumé is unique and should be a reflection of who you are and what you have to offer.

## Contact Information:

Name: \_\_\_\_\_

Address (Permanent): \_\_\_\_\_

(School): \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Objective:** \_\_\_\_\_

## Education:

Institution & Location: \_\_\_\_\_ Date: \_\_\_\_\_ - \_\_\_\_\_

Major (include degree type): \_\_\_\_\_

Minor: \_\_\_\_\_ Cumulative GPA (if 3.0 or above): \_\_\_\_\_

Honors/Awards: \_\_\_\_\_

Relevant Coursework: \_\_\_\_\_

## Relevant Experience:

*Can be a diverse combination of experiences and skills that directly relate to the position such as: internships, jobs, leadership experiences, and/or classroom experiences.*

Title: \_\_\_\_\_ Date: \_\_\_\_\_ - \_\_\_\_\_

Organization/Location: \_\_\_\_\_

Responsibilities/Contributions:

*Begin with an action verb and demonstrate major accomplishments and use of key skills.*

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Title: \_\_\_\_\_ Date: \_\_\_\_\_ - \_\_\_\_\_

Organization/Location: \_\_\_\_\_

Responsibilities/Contributions:

*Begin with an action verb and demonstrate major accomplishments and use of key skills.*

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**Employment:**

Employer/Location: \_\_\_\_\_ Date: \_\_\_\_\_ - \_\_\_\_\_

Title: \_\_\_\_\_

Responsibilities/Contributions:

*Begin with an action verb and include statements that reflect work ethic, experience, and key skills.*

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Employer/Location: \_\_\_\_\_ Date: \_\_\_\_\_ - \_\_\_\_\_

Title: \_\_\_\_\_

Responsibilities/Contributions:

*Begin with an action verb and include statements that reflect work ethic, experience, and key skills.*

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**Leadership/Activities:**

*Include clubs, volunteer work, team sports, and leadership roles.*

Organization: \_\_\_\_\_ Date: \_\_\_\_\_ - \_\_\_\_\_

Position: \_\_\_\_\_

*Begin with an action verb to demonstrate leadership ability or responsibilities in an activity.*

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**Awards/Honors:**

*Include general memberships in organizations, awards, and scholarships.*

Organization/Award: \_\_\_\_\_

Organization/Award: \_\_\_\_\_

Organization/Award: \_\_\_\_\_

**Skills:**

*Reflect abilities related to technology, language, instrumentation, and other competencies that directly relate to position sought.*

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Do not need to state “References available upon request.” References should be placed on a separate document.



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# Résumé Checklist for First Year Students

The following is to be used as a guide for writing your résumé, however, each résumé is unique and should be a reflection of who you are and what you have to offer.

Layout and Appearance	Yes	No	Reviewer Comments
Is my name at the top of the page, the largest font, and in bold? Are my address, phone number and email easy to read?			
Is my résumé an appropriate length? (1 page strongly recommended)			
Is formatting (e.g. bold, font, bullet sizes, heading styles) consistent throughout the résumé? Are the headings and statements evenly spaced?			
Are verb tenses in the present tense for current jobs? Are verb tenses in the past tense for previous jobs?			
Do I have approximately 3-5 statements per job? (bullet form is recommended)			
Content	Yes	No	Reviewer Comments
Is my <b>Contact Information</b> professional and appropriate?			
Does my <b>Objective Statement</b> clearly state what I am seeking?			
Did I include the following headings: <b>Education, Relevant Experience, Employment, Skills, Leadership/Activities, and Awards/Honors</b> ?			
Does my <b>Education</b> section state my official degree and expected graduate date? Did I include my cumulative GPA (if a 3.0 or above)? Is my GPA accurate?			
Does my <b>Relevant Experience</b> section clearly demonstrate my responsibilities, work ethic, and experience?			
Does my <b>Employment</b> section include statements that reflect my responsibilities, work ethic, and experience?			
Does my <b>Leadership/Activities</b> section include associations, clubs, and volunteering? Do I list my position and title when necessary?			
Does my <b>Awards/Honors</b> section include recognitions, achievements, merits, scholarships, and awards?			
Does my <b>Skills</b> section reflect abilities related to technology, language, instrumentation, and competencies that directly relate to the position sought?			
Do my description/responsibilities statements start with action verbs and include the use of key skills and major accomplishments? Do they quantify results when possible? (i.e. number of people, items, results)			
Is my résumé completely free from spelling, punctuation and grammatical errors?			



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# Benjamin A. Bonaventure

[benjaminabonaventure@sbu.edu](mailto:benjaminabonaventure@sbu.edu)

(716) 555.5555

## Current Address

P.O. Box 1234

## Permanent Address

5555 Francis Lane

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<b>Education</b>	<b>St. Bonaventure University, St. Bonaventure, NY</b> <i>Bachelor of Business Administration; Finance</i> GPA: Major 3.50/4.00, Overall 3.75/4.00 <u>Relevant College Coursework:</u> <i>Introduction to Financial Accounting, Calculus for Management &amp; Social Sciences, Microeconomic Principles</i>	May 20XX
	<b>St. James High School, Rochester, NY</b> AP Coursework: German, English Literature	June 20XX
<b>Honors</b>	<b>Dean's List, St. Bonaventure University</b> <b>"Best Extemporaneous Spoken Spanish Award" Recipient</b> <b>Selected Senior, "Most Likely to Succeed," St. James High School</b> <b>National Honor Society Member</b>	Fall 20XX October 20XX 20XX 20XX-20XX
<b>Leadership</b>	<b>Captain, St. James Basketball Team; Rochester, NY</b> <ul style="list-style-type: none"><li>Successfully managed both academic &amp; sport schedules</li><li>Led team to win state championship title</li><li>Awarded <i>Most Valuable Player</i></li></ul> <b>President, St. James Senior Class, Rochester, NY</b> <ul style="list-style-type: none"><li>Directed Fall Homecoming Weekend (supervised 25 volunteers and provided oversight to catered dinner, dance, publicity and related events)</li><li>Co-managed class fundraising with Vice-President (raised \$1,500 for school events)</li><li>Served as student representative on High School Discipline Committee (helped establish behavioral guidelines and heard discipline cases)</li></ul>	20XX-20XX 20XX-20XX
<b>Activities/Service</b>	<b>College:</b> <i>Volunteer, Warming House Soup Kitchen</i> <i>Member, Students for the Mountain</i>	<b>High School:</b> <i>Tutor, Community Tutor Program</i> <i>Volunteer, 'Feed the Poor Campaign'</i>
<b>Employment</b>	<b>Playground Supervisor, Rochester Division of Public Parks; Rochester, NY</b>	Summers, 20XX-20XX
	<ul style="list-style-type: none"><li>Supervised playground and activities for children K-6</li><li>Planned daily activities for children</li><li>Ensured cooperative and constructive interactions</li></ul>	
<b>Skills</b>	<b>Transferable</b> <i>Leadership and teamwork abilities</i> <i>Excellent written and verbal communication skills</i> <i>Conversational Spanish</i>	<b>Computer</b> <i>Comprehensive knowledge of MS Office</i> <i>* Word, PowerPoint, Excel</i> <i>Adobe Photoshop</i>

# Joe Bona

*Permanent*  
2626 King Rd  
Allegany, NY 14774

(716) 555-5555  
[jbona@sbu.edu](mailto:jbona@sbu.edu)

*Current*  
3261 State Rd.  
St. Bonaventure, NY 14773

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**Objective:** Obtain a position as a Resident Assistant at St. Bonaventure University

## Education:

**St. Bonaventure University**    **St. Bonaventure, NY**

Bachelor of Arts

*Major:* Political Science    *Minor:* English

GPA: 3.24

Anticipated date of graduation: May 20xx

**Great Springs High School**    **Great Springs, FL**

High Honors/National Honor Society

Ranked 8<sup>th</sup> out of 84 students

Graduated June 20xx

## Related Experience:

**Camp Pennuel**

**Great Springs, FL**

June 20xx - August 20xx

*Lead Counselor*

- Directed and mentored 8 counselors and over 50 campers
- Presented at orientation and trained new counselors
- Led small group meetings on peer pressure, conflict resolution, and wellness
- Created information pamphlets and bulletin boards for student information

**Great Springs High School**    **Great Springs, FL**

September 20xx – May 20xx

*Prom Committee Chair*

- Organized a committee of 12 classmates to raise \$2000 for the Senior Prom
- Created event theme and design
- Budgeted and allocated event funds
- Planned and executed event with over 400 in attendance

## Employment History:

**Dairy Queen**

**South Hills, FL**

April 20xx - Present

*Wait Staff- Shift Manager*

- Operate and reconcile cash register
- Organize and maintain inventory
- Manage and train new employees
- Schedule and assign shifts for over 15 employees

## Activities:

### High School:

- Student Government, president
- Drama Club, member
- Habitat for Humanity, volunteer

### College:

- Campus Ministries, volunteer
- Intramural Volleyball, team member
- BonaFit Program, participant

## Honors:

- Edsel Ford Scholarship for Innovation in Design - awarded by Ford Motor Co.
- Women's League Memorial Scholarship

## Skills:

- Advanced training and experience in MS Office, Java, Publisher, and Adobe Programs
- Proficient in written and spoken Spanish