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The Freshman Resume

Writing a resume as a freshman (or sophomore) can be a challenge! When employers review resumes from college students, they generally don't want to see high school information; however, most freshman are just getting started... so it is OK for a freshman to have some high school information on the resume, while they are transitioning into their college experience. As the student advances in college, the high school information should be replaced with college information. (Actually, the same concept holds true for college graduates transitioning in to their first post-graduation work experience).

Why a Freshman Resume?

A resume will be helpful for many of the following:

- Applying for an on-campus / part-time job
- Joining a student organization
- Applying for scholarships
- Seeing where the "gaps" are, in preparation for the future internship / job search

Best practice

- Think design basics
- Use reverse-chronological order
- Stick to one page
- Use strong action verbs to describe experiences / skills / activities
- Have a "basic" resume, and then adapt it for specific jobs/purposes
- No typos!
- References – 3 professional references on a separate page

Ima Freshman

ifreshman@radford.edu ~ 540-555-9876
123 My Street, My Home Town, VA 12345

OBJECTIVE:

Highly organized, responsible, out-going, and technology savvy student, seeking a work-study position.

EDUCATION

Bachelor of Science, Radford University May 2017

Major: Pre-major, Considering Communications and Psychology

Recipient May Jennings Scholarship , \$2000 annual award

[After your first semester, you will also list your GPA if 3.0 or higher, Dean's List, concentration, minors, and relevant courses]

Abingdon High School, Abington VA June 2013

Graduated in top 10% of class

GPA 3.95/4.00

[After freshman year, you will delete your high school from your resume]

EXPERIENCE

Sales Associate (seasonal) April 2012 –Present

Kohls Department Store, Bristol, VA

- Provide excellent customer service assisting customers in merchandise selection.
- Assist in orientation for new associates and work between departments as needed.
- Operate the cash register and practice secure transition procedures.

Volunteer June 2012 – August 2013

Bristol Community Hospital, Bristol VA

- Delivered messages and newspapers to patients with a smile to brighten their day.
- Provided assistance and information to family and guests visiting the hospital.

SKILLS

- Proficient in Microsoft Word, Excel and PowerPoint and familiar with Microsoft Publisher.
- Adept using social media (Twitter, Face Book, Pinterest) for information and event promotion.
- Excellent interpersonal communication skills in person, in writing, and via technology.

ACTIVITIES AND HONORS

Radford University

- Radford University, Freshman Hall Council Representative Fall 2013-present
- Radford University Ultimate Frisbee Club Fall 2013-present

Abingdon High School

- National Honor Society , Inductee Spring 2013
- Tennis Team 2009-2013
 - Team Captain 2012, 2013
 - Single AA State Championship , 2013
- Marching Band, Drum Line 2009-2013

[Remember to remove high school information after freshman year]