

FIRST-YEAR STUDENTS

The format of this résumé can be used for any major/field

First Name Last Name

123 Street Name, City, State, 01234
(555) 555-5555 | EmailAddress@uconn.edu

Objective

To obtain a part-time summer job in an office environment utilizing teamwork and computer skills

Education

University of Connecticut, Storrs, CT

Bachelor of (Arts or Science) (*For students who have no major declared or intended at this time*)

May 20XX

Bachelor of (Arts or Science), History (*For students with a declared major*)

May 20XX

Bachelor of (Arts or Science), Emerging Academic Interest: Business (*For students with a possible major*)

May 20XX

GPA: #.##/4.00

High School Name, Town/City, CT

High School Diploma

June 20XX

GPA: #.##/4.00

Honors and Awards: Honor Roll (20XX – 20XX), Big Y Scholarship for Academic Excellence

Work Experience

Mansfield Parks and Recreation, Storrs, CT

June 20XX – August 20XX

Camp Counselor

- Corresponded with parents on behalf of director via in-person communication, telephone, and email
- Demonstrated effective disciplinary techniques with small groups of campers
- Ensured the safety of 150 children participating in the camp

Big Y World Class Market, Mansfield Center, CT

March 20XX – June 20XX

Cashier and Stockperson

- Managed a cash register without overages or shortages
- Stocked shelves and notified supervisor when inventory was low in order to maintain an inviting appearance within the store

Activities

National Honor Society, High School Name, Storrs, CT

February 20XX – June 20XX

Member

- Participated in fund-raising efforts and community service projects
- Serve on decorations committee for Edwin O. Smith High School Honors Banquet

Volunteer Experience

Teen Mentoring Program, YMCA, Mansfield, CT

August 20XX – June 20XX

Special Events Volunteer

- Managed invitation process for special events using Facebook Events application

Skills

Computer: Microsoft Word, PowerPoint; Google Slides, Google Sheets; Adobe Photoshop

Language: Conversational Spanish

Social Media: Facebook (*Add to résumé if used in a professional setting only*)

Interests

Interests: Hiking, national park enthusiast, playing guitar

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Font size may be larger for your name than rest of document

First Name Last Name

Room # Residence Hall **OR** Street Address

City, State Zip Code

Cell Phone Number

Email Address

Objective

Statement that tells the reader what position you are seeking and what skills you possess that can contribute to the opportunity you are seeking

Education

University of Connecticut, Storrs, CT

Bachelor of Arts/Science, Undeclared Month Year

OR Bachelor of Arts/Science, Major, Month Year

OR Bachelor of Arts/Science, Emerging Academic Interest: Major, Month Year

List GPA: #.##/4.00, list after first semester

If you are undeclared

If you have a major

If you have an anticipated major

Name of High School, City, State

High School Diploma, Month Year

List GPA #.##/#.##, any high school honors and/or awards

Work Experience

Organization Name, City, State

Position Title, Month Year – Month Year or Present

- List all jobs in reverse chronological order (most recent first and oldest last)
- Use bullet point statements to answer these questions: what you did, why you did it, how you did it
- Begin each bullet point statement with a strong action verb to frame the tone and establish emphasis
- Use present tense for current positions and past tense for previous experiences
- Include one to five bullet point statements for each experience

Activities

- Begin this section with any UConn clubs/organizations; this section should also be in reverse chronological order; include dates (Month Year – Month Year)
- List high school clubs and organizations; include dates of involvement
- Include titles of any positions held and significant responsibilities in any of these organizations

Volunteer Experience

- List service and volunteer work in reverse chronological order; start with UConn, work back to high school
- Could be combined with the Activities section if only have one entry in it, or this section can be omitted if you do not have applicable volunteer experience

Skills

Can include: computer skills, social media skills, specialized skills, languages, and/or certifications

Interests

You may include interests, especially as a first-year student. When you have more experience and involvement as you move through your college years, this section may be removed per space constraints.