



Ready Reference E19 Freshman Resume

FRESHMAN YEAR RECOMMENDATIONS:

- Resume format must only have 1 page, with 1 inch margin, 10 – 12-point consistent font, use the address at which you receive mail
- Use your High School GPA until you have completed your first semester of freshman year
- Pre-engineering projects, certificates and other activities are allowed for only the first semester
- After completion of your first semester of freshman year remove ALL high school accolades
 - (e.g., Athletic activities, High School clubs)
- Get involved on campus - Being a part of a couple clubs on campus shows initiative, diligence, and interest. Employers want to see you take initiative and are a well-rounded individual – this will fall under the Activities section of Resume
- Service Hours – If space allows and the hours shows consistency add the service to resume for only the first year
- Experience can include unpaid experiences (e.g., leadership, volunteer, babysitting, lawncare or shadowing)

On the following page is a sample model to help in developing your resume. Remember, there are many different resume formats.

NAME

Mailing Address
City, State Zip
Email Address
Phone

OBJECTIVE Name the position you are seeking

EDUCATION

Bachelor of Science in area of study expected month, year
School Name, City, State GPA:

EXPERIENCE

Your job title month, year – month, year
Most recent Organization Name, City, State

- List your proudest accomplishment for this job.
- Give a brief sentence starting with an action verb that describes the work you did.
- Give another brief sentence, using a different verb that describes a different aspect.

Job title (**Follow same format as above**) month, year – month, year
Next most recent Organization Name, City, State (**Same format as above**)

- Proudest accomplishment
- Action verb sentence
- Alternative action verb sentence

CAMPUS INVOLVEMENT

Organization Name month, year – month, year
Position in Organization

- Duties and leadership experience

Organization Name month, year – month, year

- Events the organization puts on

Organization Name month, year – month, year

SKILLS

List any skills required for your occupation
You might list computer skills
Any certifications