

Fredrick First-Year

CAMPUS ADDRESS

123 University Hall, West Chester, PA, 19383
Ff123123@wcupa.edu | (999)888-7777

PERMENENT ADDRESS

555 Harold Dr., Philadelphia, PA, 19017
Ff123123@wcupa.edu | (999)888-7777

EDUCATION

West Chester University of Pennsylvania, West Chester, PA
Bachelor of Science in Biology, Graduation: May 2023

OR

West Chester University of Pennsylvania, West Chester, PA
Currently Enrolled as Exploratory Studies, Graduation: May 2023

Roman Catholic High School, Philadelphia, PA
GPA 3.89/4.0, Graduation: June 2019

WORK EXPERIENCE

Target, Philadelphia, PA

Sales Associate, June 2018 – Present

- Assist customers with purchases
- Handle customer questions and complaints, working to ensure customer satisfaction
- Operate cash register
- Monitor security system

Juniata Golf Club, Philadelphia, PA

Grounds Keeper, March 2017 – September 2018

- Helped with general outdoor maintenance of the course
- Worked as member of grounds crew team
- Maintained lawn equipment
- Assured general maintenance of golf carts

ACTIVITIES

- Colleges Against Cancer 2019 - present
- American Cancer Society Relay for Life 2013-2019
- Yearbook committee 2018-2019
- Class Treasurer 2017

SKILLS

Microsoft Office: Word, Excel, PowerPoint, Outlook; basic Spanish

HONOR & ACTIVITIES

- Eagle Scout, May 2018
- National Honor Society

Special Notes for first-year resumes:

- Your name should be a larger font than the rest of your resume
- Chose an option for your education depending on if you have declared a major or if you are still deciding (referred to as Exploratory Studies)
- Eventually your high school education and experiences will be removed for college education and experiences
- Objectives are optional. Notice one was not used in this sample
- Avoid using personal pronouns
- .5" -1" margins all the way around
- Limit your resume to one page