



Resume Sample – First Year Student

PLEASE NOTE: Samples provided by the Office of Career Services are to be used as guides and need not be copied in their entirety. There is no right way to write a resume or format the page, though there are preferred guidelines to follow. Choose a resume format that represents your skills and experiences in the most positive and professional way. You may schedule an appointment with our office for help getting started on your resume by calling 501-450-1440 or emailing careerservices@hendrix.edu, or view the available online resources at www.hendrix.edu/career/printresourcesandmore.

Imma Warrior

1600 Washington Ave. Box #1234 | Conway, AR 72032
WarriorIM@hendrix.edu | 555-555-1234

EDUCATION

Hendrix College | Conway, AR
Bachelor of Arts in Psychology | Expected May 2021

Central High School | Anytown, AR
International Baccalaureate Diploma, Magna Cum Laude | May 2017
GPA: 4.22/4.0

EXPERIENCE

Anytown Gift Co. | Anytown, AR
Sales Associate | May 2015-July 2017

- Provided friendly customer service to all patrons and assisted them in locating merchandise
- Accurately managed financial transactions and balanced cash drawer daily
- Inventoried stock and notified owner when merchandise required reordering

Anytown Community Pool | Anytown, AR
Lifeguard | Summers 2015 & 2016

- Supervised swimmers at a 175-person capacity pool
- Ensured pool rules and safety procedures were followed by all patrons
- Led swimming lessons to groups of 8 children ages 5-10, instructing them in proper swimming techniques and pool safety

Private Family | Anytown, AR
Babysitter | August 2013-May 2015

- Engaged two children ages 6 and 8 in age appropriate activities
- Entrusted to drive children to and from after-school activities
- Assisted children in completion of homework as needed during the school year

LEADERSHIP

National Honor Society | August 2014-May 2017
Vice-President | August 2016-May 2017
Mu Alpha Theta | August 2015-May 2017
Secretary | August 2016-May 2017

HONORS & AWARDS

Hendrix College Impact Scholarship | 2017-Present
Arkansas Governor's Scholarship | 2017-Present
Central High School Distinguished Graduate Award | 2017

ACTIVITIES & SERVICE

Habitat for Humanity Volunteer; 125 hrs. | 2014-2017
Central High School Yearbook Staff | 2015-2017

KEY SKILLS

Proficient in Microsoft Office (Word, PowerPoint, and Excel)