SAMPLE RESUME: UNDECIDED FRESHMAN

Racers R. Great

123 Hall Road | Somewhere, KY 42123 | 270-123-1234 | racer@murraystate.edu

EDUCATION

Murray State University; Murray, KY | *Bachelor of Arts, Undecided*; May 20xx

Providence School; Somewhere, KY | *Diploma*; May 20xx
- "A" Honor Roll: Six (6) years | Honor Roll: 4 years | GPA: 4.58

EXPERIENCE

Great Construction; Somewhere, KY | *Fill-in Secretary*; October 20xx - Present
- Complete needed paperwork and organize files for efficient future access.
- Communicate with customers and vendors via phone and face-to-face.

Providence School; Somewhere, KY | *Crossing Guard*; August 20xx - May 20xx
- Monitored traffic flow and directed students in safe road crossing.
- Handled weather and situational emergencies as directed through training.

Tutor; October 20xx - Present
- Established cooperative relationships with two students and coached in Math three days a week.
- Maintained confidentiality regarding student needs and progress.

Sweet Family; Somewhere, KY | *Driver*; August 20xx - May 20xx
- Entrusted to drive two children home from school every afternoon.
- Arrived in timely manner consistently.

LEADERSHIP

Fellowship of Christian Athletes; *Leadership Team*, August 20xx - May 20xx; *Member*, 20xx - 20xx
School Ambassadors; *Secretary*, June 20xx - May 20xx
Church; *Leadership Team*, 20xx; *Bible Study Leader, 6th Grade Girls*, 20xx

HONORS / AWARDS

Distinguished Providence Graduate: 20xx
National Honor Society: 20xx, 20xx, 20xx
DAR Good Citizen: 20xx
Junior National Honor Society: 20xx

ACTIVITIES

Providence School Ambassador: 20xx - 20xx
Youth Leadership Somewhere: 20xx - 20xx
Yearbook Staff: 20xx - 20xx

COMMUNITY SERVICE

Habitat for Humanity, Somewhere, KY: 20xx
Meals on Wheels, Somewhere, KY: 20xx
Sumler Therapy, Somewhere, KY: 20xx
Advance Therapy, Somewhere, KY: 20xx
Somewhere Hospital, Somewhere, KY: 20xx

KEY SKILLS

Computer: Proficient in Microsoft Office (Word, PowerPoint and Excel) Internet, email and social media outlets
Personal: Strong verbal and written communication and organizational skills with demonstrated strong work ethic and willingness to learn
Applicable Certifications / Licenses: *CPR and First Aid Certification*, 20xx