

## QUICK TIPS

# First-Year Student Resumes

### { WHY SHOULD I HAVE A RESUME? }

Developing your resume now allows you to inventory the experiences you have already had and helps you to intentionally plan your college experience. Your resume will provide a framework for you to start tracking your college involvements, experiences, and accomplishments. Your resume will also be helpful when applying for on- and off- campus part-time jobs as well as internships.

### { START WITH THE END IN MIND }

Don't wait until you are a senior to start thinking about your resume! Be proactive. Think about the things you want to accomplish in college. What types of leadership experiences do you want to have? What organizations do you want to be involved with? Start thinking about the experiences you would like to see on your resume at the end of your senior year and work backwards to create a plan to accomplish your goals.

### { CAN I INCLUDE HIGH SCHOOL ACHIEVEMENTS ON MY COLLEGE RESUME? }

Employers do not expect to see high school information on a college student's resume. However, as a first-year student you are just getting started in your college career. Therefore, it is okay for you to list *some* high school involvements and achievements on your resume during your first year in college. As you advance through college, you should replace your high school involvements and achievements with college experiences. Employers want to see what you have done with your time in college, not high school!

### TOP 20 QUALITIES EMPLOYERS SEEK

1. Verbal communication skills
2. Strong Work Ethic
3. Teamwork Skills
4. Analytical Skills
5. Motivation/Initiative
6. Problem-solving Skills
7. Written Communication Skills
8. Interpersonal Skills
9. Computer Skills
10. Flexibility/Adaptability
11. Detail Orientation
12. Technical Skills
13. Organization Skills
14. Leadership Skills
15. Self-confidence
16. Tactfulness
17. Friendly/Outgoing Personality
18. Creativity
19. Strategic Planning Skills
20. Entrepreneurial Skills/Risk Taker

(Source: NACE Research: Job Outlook 2011)

### { VALUE WHAT YOU HAVE TO OFFER }

One of the biggest mistakes college students make in writing their first resume is they either emphasize the wrong experiences or negate the very skills and qualities employers are seeking. It is important to value your gifts and skills appropriately. When unpacking your education and experience on your resume, ask yourself....

*What jobs or positions have I held? What did I do? What did I learn?  
How will these skills translate to another position?*

### { COMMON MISTAKES ON A FRESHMAN RESUME }

- North Carolina Central University not listed or not listed first under "Education"
- Degree, major, and anticipated graduation date not listed
- Inclusion of personal information such as birth date or picture
- Unnecessary employment information listed such as hourly wage, previous supervisor's name, employer street address and zip code
- References listed on the resume itself (References go on a separate page)
- Lack of information; work experiences do not describe transferable skills
- Word wrapping to a second page due to large margins and double-spacing

SCAN THE QR CODE FOR ADDITIONAL CAREER SERVICES RESOURCES



## CAREER SERVICES

North Carolina Central University | 1801 Fayetteville Street | PO Box 19585 | William Jones Building, Lower Level  
Durham, North Carolina 27707 | (919) 530- 6337 | nccucareerservices@ncu.com

## Michael A. Freshman

123 West Street | Durham, NC 27707  
(555) 123-4567 | michael.eagle@ncsu.edu

### OBJECTIVE

Seeking a summer internship in the field of business administration

### EDUCATION

**North Carolina Central University**  
Durham, NC  
Bachelor of Business Administration  
May 2017  
*Concentration: Finance*

**Eastern High School**  
Madison, SC  
Awards: National Honor Society, Margaret Graham Citizenship Award  
All City Athlete and Scholar  
GPA: 3.56/4.0

### EXPERIENCE

**XYZ Department Store**  
Durham, NC  
*Sales Associate*  
August 2013- present  
● Provide excellent customer service to store patrons regarding merchandise selection and purchases in the Home Goods Department  
● Manage cashier duties including purchases, exchanges, and returns  
● Assist store manager with sales promotions, maintenance of department area and sales floor, and arrangement of store displays

**Green Garden Services**  
Madison, SC  
*Founder*  
June 2010- present  
● Developed 60% repeat clientele by second year in operation  
● Designed and implemented advertising campaign that increased business by 125%

### LEADERSHIP AND SERVICE

**Eastern High School Student Council**  
Madison, SC  
*Class Treasurer (2012-2013)/Class Representative (2010-2012)*  
May 2010- June 2013  
● Managed financial sub-committee and organized monthly meetings  
● Generated over \$1,750 for prom committee through various fundraising efforts

**Eastern High School Debate Club**  
Madison, SC  
*Reporter (2011-2013)/Member (2009-2011)*  
October 2009- May 2013  
● Publicized club meetings, events, and announcements  
● Maintained club website and document records  
● Designed new club logo for branding and recruitment materials

**Great Harvest Soup Kitchen**  
Madison, NC  
*Volunteer*  
January 2010- April 2013  
● Prepared and served meals for over 100 guests each week  
● Served as volunteer trainer for new groups in the kitchen and dining room  
● Provided a safe and caring environment for guests

### ACTIVITIES

Freshman Class Council Representative  
Finance Pro (Finance Club), Member  
September 2013- present  
September 2013- present

### SKILLS

*Computer:* Microsoft (Word, Excel, PowerPoint, Publisher, Access, OneNote), Adobe Photoshop  
*Language:* Conversational in French

## Michael A. Freshman

123 West Street | Durham, NC 27707 | (555) 123-4567 | michael.eagle@ncsu.edu

### OBJECTIVE

Seeking an internship in the field of financial management

### EDUCATION

**North Carolina Central University**  
Durham, NC  
Bachelor of Business Administration  
May 2017  
*Concentration: Finance*  
GPA: 3.21

### RELATED EXPERIENCE

**XYZ Department Store**  
Durham, NC  
*Sales Associate*  
August 2013- present  
● Provide excellent customer service to store patrons regarding merchandise selection and purchases in the Home Goods Department  
● Manage cashier duties including purchases, exchanges, and returns  
● Assist store manager with sales promotions, maintenance of department area and sales floor, and arrangement of store displays

**Marshall-Lawrence Wealth Management Group Inc.**  
Raleigh, NC  
*Financial Planner Intern*  
May 2014-August 2014  
● Developed financial plans for 10 clients based on their specific needs and situations  
● Performed daily mutual fund transactions as well as assisted clients with updating their accounts  
● Responsible for planning and organizing an estate planning workshop for a group of 20 clients  
● Enhanced phone etiquette and office administration skills while working with clients and mutual fund companies

### LEADERSHIP EXPERIENCE

**North Carolina Central University Student Government**  
Durham, NC  
*Class Representative*  
September 2013- present  
● Serve on the Fundraising subcommittee to raise money for Student Government events and projects  
● Coordinated fundraiser to earn over \$1,250 for homecoming activities

**North Carolina Central University**  
Durham, NC  
*Orientation Leader*  
May 2014- July 2014  
● Conducted campus tours and small group sessions for new students and families  
● Mentored new students through transition to college  
● Facilitated orientation activities for over 1,600 incoming first-year students

### ACTIVITIES & SERVICE

Habitat for Humanity, Volunteer  
Finance Pro (Finance Club), Member  
Men's Club Basketball Team, Member  
January 2014- present  
September 2013- present  
December 2013- present

### SKILLS

*Computer:* Microsoft (Word, Excel, PowerPoint, Publisher, Access, OneNote), Adobe Photoshop  
*Language:* Conversational in French