

Career Center

First-Year Resume Example

First Year

first.year@duke.edu | (555) 555-5555 | Linked URL (Optional)

EDUCATION

Duke University, Durham, NC May 2020
Intended Major: Bachelor of Arts in English; Minor: Psychology
Central High School, Providence, RI GPA: 4.0 June 2016
Honors/Awards: Honors Graduate; National Honor Society Member, Presidential Volunteer Service Award Recipient, University of Rochester George Eastman Young Leaders Award

WORK EXPERIENCE

CVS Pharmacy, *Cashier*, Narragansett, RI July 2016-August 2016

- Collaborate with colleagues to fulfill cashier responsibilities while ensuring superior customer service

The Woonsocket Call, *Newsroom Intern*, Woonsocket, RI Summers 2013, 2014

- Published 10 weekly editorials including entertainment pieces and articles on local, state, and regional events to meet deadlines
- Researched and personally interviewed subjects for articles to write complete stories

LEADERSHIP EXPERIENCE

Newspaper, *Chief Editor*, Central High School August 2014 – June 2016

- Managed a team of 5 editors by delegating tasks, assigning stories, and implementing a deadline schedule to create and distribute 4 publications a year
- Edited students' articles, organized the feature pieces and designed the final paper layout

Best Buddies, *Chapter Treasurer*, Central High School September 2013-June 2016

- Maintained club finances, organized fundraising events, and met funding deadlines by tracking and monitoring expenses
- Oversaw fundraising and public relations committees as Annual Walkathon Event Chair managing a \$3,000 budget
- Communicated with chapter leaders as 2014 International Conference Delegate and reported back to chapter with new fundraising ideas and best strategies for working towards Best Buddies mission

Varsity Tennis, *Captain*, Central High School August 2015-December 2015

- Taught teammates proper strokes, movement, and positioning while providing motivation and support
- 44-1 1st singles record and New York State Doubles Finalist; dedication to the sport, training 6 days a week year-round

Literary Magazine, *Chief Editor*, Central High School August 2014 – June 2015

- Supervised a committee of 3 editors who read students' submitted pieces (personal essays, short stories, and poetry) and selected those to appear in the publication
- Edited and arranged 10 selections into a final magazine by developing section headings and categorizing content

VOLUNTEER EXPERIENCE

Special Olympics, *Young Athlete Program Volunteer*, Smithfield, RI September 2014-May 2016

- Created weekly activities to promote teamwork and skill development in collaboration with Program Directors

Glenmary Home Service Trip, *Volunteer*, Grainger County, TN June 2015

- Operated educational day camp for children in grades K-8 living in community trailer park
- Conducted local outreach initiatives, including food pantries and education resource distribution

SKILLS AND INTERESTS

Computer Skills: Microsoft Word/Excel/PowerPoint, Social Media Platforms, WordPress, Google Apps
Interests: Tennis (5 years), Piano (8 years), Mystery Novels, Journalism

