

First Year

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

EDUCATION

Duke University, Durham, NC

May 2025

Intended Major: Bachelor of Arts in English, Minor: Psychology

Central High School, Providence, RI

June 2021

GPA: 4.0

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 2021-August 2021

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

The Woonsocket Call, *Newsroom Intern*, Woonsocket, RI

Summers 2018, 2019

- 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 2019 – June 2021

- 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 2018-June 2021

- 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 2018-December 2018

- 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 2018 – June 2019

- 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 2018-May 2021

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

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

June 2020

- 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