**First-Year Student Resumes**

## Tips for Presenting Yourself on Paper

### Do Freshmen need a resume? Absolutely!

Resumes are *not* just for graduating students. First and second year students need resumes to apply for part-time jobs, internships, co-ops and even scholarships. By developing a resume in your first year at Alabama A&M University, you will have a foundation document that should be continually updated with new experiences. You will also be well prepared when the right opportunity presents itself.

As a first-year college student, you can impress employers with your potential to do well in an internship or summer job without having direct experience in a given field. You can make some careful assessments to identify the transferable strengths and accomplishments you will convey in your resume.

**Resume Preparation**

**Step 1:** Complete the Resume Writing Worksheet, which is provided below. When you begin to describe your experiences, make sure to use the correct [**action verbs (see below)**](http://www.sbu.edu/uploadedFiles/Academics/Academic_Resources/Career_Center/Students/PDAP_Student/Resume_Cover_Letter/Action%20Verbs%20by%20Skill%20Set.pdf)to highlight your duties and responsibilities. Use the content from the worksheet to help develop your resume.

**Step 2:** Review the resume instructions and samples included on the following pages. While these instructions/samples will guide you in developing your resume, keep in mind that your resume **MUST BE** your own and **SHOULD NOT** be copied word for word.

**Step 3:** Have your resume reviewed by uploading a PDF into VMock at <https://www.vmock.com/aamu>. Create a VMock account using your Bulldog email address (\_\_\_\_@bulldogs.aamu.edu). Automated feedback will be provided:

* A score of **71 or higher** means your resume is **APPROVED**. If the suggested score is not achieved, schedule an appointment with a graduate assistant in Career Development Services (CDS).
* Maximum number of resume uploads is **10 per academic semester** **(suggested 5 per semester)**

**Step 4:** Visit <https://app.joinhandshake.com/login> to activate your Handshake account. Once activated, you may upload your **APPROVED** resume in Handshake in order to apply for internships, co-ops and jobs.

***\*****For further assistance, visit CDS in Patton Building Room 101 to speak with a career counselor*

**Career Development Staff:**

Yvette S. Clayton Angel Lee Iris Glover-Robinson

[Director](mailto:Director) Assistant Director [Career](mailto:Tangela.rutledge@aamu.edu) Information Specialist

Tangela Rutledge-Gale Monique Ryan Shambria Davis

[Career](mailto:Career) Counselor/Recruiter [Career](mailto:Monique.ryan@aamu.edu) Support Specialist Graduate Assistant/Freshmen

**Freshman Resume Writing Worksheet**

The following worksheet is to be used as a guide for writing your resume. However, each resume is **unique** and should be a **reflection** of who you are and what you have to offer.

# Contact Information:

Name:

Campus Address:

Bulldog Email Address: Phone Number (Home or Cellphone):

### Summary Statement

### (What are you seeking? Internship? Part-Time Job?):

### 

**Education:**

**Highest Level/Most Recent Education**

Institution & Location: Alabama A&M University\_ Expected Grad Month Yr.: \_\_\_\_\_\_

Degree Type (circle one) (**B.A.**/**B.S.**/**B.S.E.E.**/**B.S.M.E**/**B.S.C.E**) Major:

Minor/Concentration (if applicable): Cumulative GPA (if 3.0 or above): Scholarships (if applicable): Related Courses (if any):

# Leadership/Activities:

## **Include clubs, volunteer work, team sports, and leadership roles.**

Organization: Date: Position:

## Begin with an action verb to demonstrate leadership ability or responsibilities in an activity.

# Work Experience:

# (Most recent employer to least recent employer. Indicate ‘Present’ if still working at employment)

Employer/Location (City, ST): Start/End Month Yr.:

Title/Position: Responsibilities/Contributions:

## Begin with **present-tense action verbs** and include statements that reflect work ethic, experience, and key skills.

Employer/Location (City, ST): Start/End Month Yr.:

Title/Position: Responsibilities/Contributions:

## Begin with **past-tense action verbs (-ed)** and include statements that reflect work ethic, experience, and key skills.

# Awards/Honors:

## Include general memberships in organizations, awards, and scholarships.

Organization/Award: Organization/Award: Organization/Award:

# Skills:

## Reflect abilities related to technology, language, instrumentation, and other competencies that directly relate to position sought.

**DO NOT** need to state “References available upon request.” References should be placed on a separate

document.

**Resume Checklist for First Year Students**

The following is to be used as an additional guide for writing your resume

|  |  |  |
| --- | --- | --- |
| **Layout and Appearance** | **Yes** | **No** |
| Is my name at the top of the page, the largest font, and in bold? Is my address, phone number and email easy to read? |  |  |
| Is my resume an appropriate length? (**ONE PAGE strongly recommended**) |  |  |
| Is formatting (e.g. bold, font, bullet sizes, heading styles) consistent throughout the resume? Are the headings and statements evenly spaced? |  |  |
| Are verb tenses in the present tense for current jobs? Are verb tenses in the past tense for previous jobs? |  |  |
| Do I have approximately 3-5 statements per job? (bullet form is recommended) |  |  |
| **Content** | **Yes** | **No** |
| Is my **Contact Information** professional and appropriate? |  |  |
| Does my **Summary Statement** clearly state what I am seeking? Internship? Part-time Job? Co-Op? |  |  |
| Did I include the following headings: **Summary**, **Education, Leadership Experience, Work Experience, Activities/Community Service,** **Awards/Honors,** & **Skills?** |  |  |
| Does my **Education** section state my **official degree type (B.A./B.S./ etc.),** **major** and **expected graduation date**? Did I include my cumulative GPA (if a 3.0 or above)? Is my GPA accurate? **You may include your high school** for the **first semester**. Must **delete** from resume after **first semester is completed!** |  |  |
| Does my **Work Experience** section include statements that clearly demonstrate and reflect my responsibilities, work ethic, and experience? |  |  |
| Does my **Leadership Experience** section include associations, clubs, and volunteering? Do I list my position and title when necessary? |  |  |
| Does my **Awards/Honors** section include recognitions, achievements, merits, scholarships, and awards? |  |  |
| Does my **Skills** section reflect abilities related to technology, language, or competencies that directly relate to the position sought? |  |  |
| Do my description/responsibilities statements start with **action verbs** and include the use of key skills and major accomplishments? Do they **quantify results** when possible? (i.e. number of people, items, results) |  |  |
| Is my resume completely **free** from spelling, punctuation and grammatical errors? |  |  |

**First Semester Freshman Instructions**

**First Name Last Name**

School Address | Bulldog Email Address | Primary Phone Number

**SUMMARY**

**First Year \_\_\_\_\_\_\_\_\_\_ Major** seeking an internship, co-op or part-time job

**EDUCATION**

**Name of College** City, ST

**B.A., Major**: Graduation Month & Year

**Name of High School** City, ST

**High School Diploma** Graduation Month & Year

GPA: 3.0/4.0 (indicate if 3.0 or above)

**LEADERSHIPSHIP EXPERIENCE (MAY BE EXPERIENCE FROM HIGH SCHOOL OR FIRST SEMESTER)**

**Student Organization/Association/Team/Club | Position Title** – City, State Month 20XX – Present

* List experiences in reverse chronological order (most recent experiences on top and least recent on bottom)
* Explain your duties, role in organization, describe the difference you made in the position
* Use **present-tense action verbs** at the beginning of each statement
* Describe what you accomplished in your position and give numbers indicating increases in production, profit, feedback, etc.

**Student Organization/Association/Team/Club | Position Title** – City, State Mon. 20XX – Mon. 20XX

* Explain your duties, role in organization, describe the difference you made in the position
* Use **past-tense action verbs** at the beginning of each statement
* Describe what you accomplished in your position and give numbers indicating increases in production, profit, feedback, etc.

**WORK EXPERIENCE (DELETE SECTION IF ABSOLUTELY NO WORK EXPERIENCE)**

**Organization | Position** – City, ST Month 20XX – Present

* List experiences in reverse chronological order (most recent experiences on top and least recent on bottom)
* Explain your duties, role in organization, describe the difference you made in the position
* Use **present-tense action verbs** at the beginning of each statement
* Describe what you accomplished in your position and give numbers indicating increases in production, profit, feedback, etc.

**ACTIVITIES + COMMUNITY SERVICE**

**Organization | Position** – City, ST Month 20XX – Present

* Explain your duties, role in organization, describing the difference you made in the position
* Use **present-tense action verbs** at the beginning of each statement

**Organization | Position** – City, ST Mon. 20XX – Mon. 20XX

* Indicate the amount of hours per week devoted towards community service
* Use **past-tense action verbs** at the beginning of each statement

**AWARDS + HONORS (INDICATE ANY HIGH SCHOOL AWARDS AND/OR HONORS CONSIDERED EXCEPTIONAL)**

Dean’s List*, Top 5 In Class •* Valedictorian *•* National Honor Society

**SKILLS**

* **Computer & Social Media**: Microsoft Office (List Programs), Other software, Social media
* **Languages** (if any): List languages spoken fluently (ex: Spanish, French, etc.)

*\*If English is the only language you speak, DO NOT list it! Only list if it is a secondary spoken language*

**First Semester Freshman Sample**

**Issa Freshman**

4900 Meridian ST. N, Normal, AL 35811 | ifreshman99@bulldogs.aamu.edu | (256) 652-6525

**SUMMARY**

**First Year Communications Major** seeking an internship, co-op or part-time job

**EDUCATION**

**Alabama A&M University (AAMU)**Normal, AL

**B.A., Communications** May 2022

**Chambers High School** Newman, AL

**High School Diploma** May 2018

**GPA: 3.0/4.0**

**LEADERSHIP EXPERIENCE**

**AAMU Freshman Class Officer | Class President –** Normal, AL Sept. 2018 – Present

* Lead class cabinet meetings and organizing student activities and events
* Collaborate with freshmen student body to ensure a positive first year experience
* Share information regarding community service projects or other events with the Class
* Use Facebook and Instagram to spread information about upcoming freshman events

**Chambers High School Yearbook Staff | Editor** – Newman, AL August 2017 – May 2018

* Motivated 10 staff members to ensure a positive environment
* Conducted weekly staff meeting to review deadlines, as well as upcoming photo and copy coverage
* Managed the publication’s content and quality to ensure a successful publication

**WORK EXPERIENCE**

**McDonald | Cashier –** Newman, AL Jan. 2016 – Jun. 2018

* Operated point-of-service (POS) computer system for automated order taking
* Maintained sanitation, health, and safety standards in work areas
* Answered customers' questions, and provide information on procedures or policies
* Provided customer service to ensure customer satisfaction

**ACTIVIES + COMMUNITY SERVICE**

**Chambers High Track Team | Sprinter** – Newman, AL January 2016 – May 2018

* Committed 10+ hours per week to practice and to developing team building skills

**Boys & Girls Club | Volunteer** – Newman, AL June 2016 – July 2017

* Worked with youth ages 9-13 to help develop interpersonal skills and relationships
* Devoted 10hrs. per week to ensure the club operated smoothly and efficiently

**AWARDS + HONORS**

Honor Roll *•* Student Government Associate (SGA) | President *•* Scholar’s Bowl | Co-Captain

Future Business Leaders of America (FBLA) | Secretary

**SKILLS**

* **Computer/Social Media**: Microsoft Office Suite, POS Computer System, Facebook, Instagram
* **Language:** Spanish (fluent)

**Second Semester Freshman Instructions**

**First Name Last Name**

School Address | Bulldog Email Address | Primary Phone Number

**SUMMARY**

**First Year \_\_\_\_\_\_\_\_\_\_\_\_ Major** seeking an internship, co-op or part-time employment opportunity

**EDUCATION**

**Alabama A&M University**Normal, AL

**B.A./B.S***.,*(choose the correct degree) **Major**:  Graduation Month & Year

**Minor/Concentration** (if apply):

**GPA: 3.0 / 4.0** (indicate if 3.0 or above/DO NOT round GPA)

**(DELETE HIGH SCHOOL INFORMATION/ NO LONGER NEEDED)**

**Awards and Honors**: *If you haven’t received any, delete this section*

**Related Courses: List courses in major related to the position in which the resume is being created**

**(***USE FORMAL CLASS TITLES – not course #s – Delete section if you haven’t started taking classes in your major)*

**WORK EXPERIENCE (DELETE SECTION IF YOU DO NOT HAVE ANY CURRENT WORK EXPERIENCE)**

**Organization | Position** – City, ST Month 20XX – Present

* List experiences in reverse chronological order (most recent experiences on top and least recent on bottom)
* Explain your duties, role in organization, describe the difference you made in the position
* Use **present-tense action verbs** at the beginning of each statement
* Describe what you accomplished in your position and give numbers indicating increases in production, profit, feedback, etc.

**Organization | Position** – City, ST Month 20XX – Month 20XX

* List experiences in reverse chronological order (most recent experiences on top and least recent on bottom)
* Explain your duties, role in organization, describe the difference you made in the position
* Use **past-tense action verbs** at the beginning of each statement
* Describe what you accomplished in your position and give numbers indicating increases in production, profit, feedback, etc

**LEADERSHIP EXPERIENCE (ONLY AAMU LEADERSHIP EXPERIENCE/ NO HIGH SCHOOL)**

**Student Organization/Association/Team/Club | Position Title** – City, ST Month 20XX – Present

* List experiences in reverse chronological order (most recent experiences on top and least recent on bottom)
* Explain your duties, role in organization, describe the difference you made in the position
* Use **present-tense action verbs** at the beginning of each statement
* Describe what you accomplished in your position and give numbers indicating increases in production, profit, feedback, etc.

**ACTIVITIES + COMMUNITY SERVICE (ONLY AAMU RELATED/ REMOVE HIGH SCHOOL INFORMATION)**

Organization | Position • Organization | Position

**SKILLS (MAKE SURE YOUR SKILLS ARE REFLECTED WITHIN YOUR DUTIES)**

* **Computer & Social Media**: Microsoft Office (List Programs), Other software, Social media
* **Languages** (if any): List languages spoken fluently or at least conversant (ex: Spanish, French, Mandarin etc.)

*\*If English is the only language you speak, DO NOT list it! Only list if it is a secondary spoken language*

**Second Semester Freshman Sample**

**Stilla Freshman**

4900 Meridian ST. N, Normal, AL 358762 | stfreshman92@bulldogs.aamu.edu | (256) 652-6525

**SUMMARY**

**First Year Physical Education Major** seeking an internship, co-op or part-time job

**EDUCATION**

**Alabama A&M University (AAMU)**Normal, AL

**B.S., Physical Education** May 2022

**Concentration: Sports Management**

**GPA: 3.5/4.0**

**Awards and Honors:** Dean’s List

**Related Course(s):** Physical Education 101

**WORK EXPERIENCE**

**Walmart | Cashier –** Huntsville, AL August 2018 – Present

* Receive payments by cash, check, credit cards or automatic debit cards
* Answer customers' questions, and provide information on procedures or policies
* Provide optimal customer service to ensure a positive shopping experience

**McDonald | Cashier –** Newman, AL January 2016 – June 2018

* Operated point-of-service (POS) computer system for automated order taking
* Maintained sanitation, health, and safety standards in work areas
* Answered customers' questions, and provide information on procedures or policies
* Provided customer service to ensure customer satisfaction

**LEADERSHIP EXPERIENCE**

**AAMU Freshman Class | Secretary –** Normal, AL September 2018 – Present

* Take weekly meeting attendance and all meeting notes and minutes using Microsoft Word
* Work coordinate activities for the freshman student body to help ensure a positive first year experience
* Assist the Class President with planning meetings
* Read previous weeks minutes at the beginning of each meeting to the cabinet

**ACTIVITIES + COMMUNITY SERVICE**

Habitat for Humanity | Volunteer • AAMU Campus Queens | Miss Freshman • National Honor Society

**SKILLS**

* **Computer**: Microsoft Office Suite, POS Computer System
* **Languages:** French (fluent), Spanish (conversant)

**Use KEY ACTION VERBS to describe your responsibilities and accomplishments**

**IMPORTANT NOTE: IF YOU ARE CURRENTLY EMPLOYED, USE PRESENT TENSE VERBS. IF YOU DON’T WORK THERE ANY MORE, USE PAST TENSE VERBS (ending in –ed).**

|  |  |  |  |
| --- | --- | --- | --- |
| Accelerated | Charted | Detected | Familiarized |
| Accomplished | Checked | Determined | Fashioned |
| Achieved | Clarified | Developed | Finalized |
| Acquired | Classified | Devised | Fixed |
| Acted | Coached | Diagnosed | Focused |
| Activated | Collaborated | Directed | Forecasted |
| Adapted | Collected | Discovered | Formed |
| Addressed | Combined | Dispatched | Formulated |
| Adjusted | Commanded | Dispensed | Fostered |
| Administered | Communicated | Displayed | Found |
| Advanced | Compared | Dissected | Founded |
| Advertised | Compiled | Distinguished | Fulfilled |
| Advised | Completed | Distributed | Furnished |
| Advocated | Composed | Diversified | Gained |
| Aided | Computed | Documented | Gathered |
| Allocated | Conceptualized | Doubled | Generated |
| Analyzed | Condensed | Drafted | Governed |
| Answered | Conducted | Earned | Guided |
| Anticipated | Conferred | Edited | Handled |
| Applied | Conserved | Educated | Headed |
| Appraised | Consolidated | Eliminated | Heightened |
| Approved | Constructed | Emphasized | Helped |
| Arbitrated | Consulted | Employed | Hired |
| Arranged | Contacted | Enabled | Honed |
| Ascertained | Contained | Enacted | Hypothesized |
| Aspired | Continued | Encouraged | Identified |
| Assembled | Contracted | Enforced | Illustrated |
| Assessed | Contributed | Engineered | Imagined |
| Assigned | Controlled | Enhanced | Implemented |
| Assisted | Converted | Enlarged | Improved |
| Attained | Cooperated | Enlisted | Improvised |
| Audited | Coordinated | Ensured | Incorporated |
| Augmented | Correlated | Entertained | Increased |
| Authored | Corresponded | Established | Indexed |
| Automated | Counseled | Estimated | Indoctrinated |
| Awarded | Created | Evaluated | Influenced |
| Balanced | Critiqued | Examined | Informed |
| Began | Cultivated | Executed | Initiated |
| Boosted | Customized | Expanded | Innovated |
| Briefed | Cut | Expedited | Inspected |
| Budgeted | Debugged | Experimented | Inspired |
| Built | Decided | Explained | Installed |
| Calculated | Decreased | Explored | Instituted |
| Captured | Delegated | Expressed | Instructed |
| Catalogued | Delivered | Extended | Insured |
| Centralized | Demonstrated | Extracted | Integrated |
|  |  |  |  |
| Interviewed | Persuaded | Reorganized | Structured |
| Introduced | Photographed | Repaired | Studied |
| Invented | Pinpointed | Replaced | Supervised |
| Investigated | Piloted | Reported | Supplied |
| Inventoried | Pioneered | Represented | Supplemented |
| Involved | Placed | Researched | Supported |
| Issued | Planned | Reshaped | Surpassed |
| Joined | Predicted | Resolved | Surveyed |
| Judged | Prepared | Responded | Sustained |
| Justified | Prescribed | Restored | Synthesized |
| Kept | Presented | Restructured | Tabulated |
| Launched | Presided | Retrieved | Targeted |
| Learned | Prevented | Reversed | Taught |
| Lectured | Printed | Reviewed | Terminated |
| Led | Prioritized | Revised | Tested |
| Lifted | Processed | Revitalized | Tightened |
| Located | Produced | Routed | Totaled |
| Logged | Programmed | Saved | Tracked |
| Maintained | Projected | Scheduled | Traded |
| Managed | Promoted | Screened | Trained |
| Marketed | Proofread | Set | Transcribed |
| Maximized | Proposed | Searched | Transferred |
| Measured | Protected | Secured | Transformed |
| Mediated | Proved | Selected | Translated |
| Merged | Provided | Separated | Transmitted |
| Minimized | Publicized | Served | Treated |
| Mobilized | Published | Set up | Trimmed |
| Moderated | Purchased | Shaped | Tutored |
| Modified | Qualified | Shared | Typed |