

This resumé is a composite of several actual resúmes.
It is merely an example of the types of information that may be included.
Please note the comments on the right margin.

Fiona First-Year

Comment [e1]: Larger name

Address until May 20XX:

734 Wilkinson Hall
Clarion, PA 16214

Permanent Address:

333 My Street
My City, STATE 00000

(###) ###-####

myemail@eagle.clarion.edu

EDUCATION

Clarion University of Pennsylvania, Clarion, PA
Bachelor of Science in Education, May 20xx

PROFESSIONAL AND LEADERSHIP DEVELOPMENT

Dale Carnegie Training, DuBois, PA, August-December 20XX

- Weekly sessions giving students suggestions on how to speak publicly and reduce the amount of stress and anxiety while doing so
- Learned how to present effective public speeches

HONORS

National Honor Society, 20XX

Principal's List

Safe Teen Driving Scholarship, 20XX-20XX

Comment [e2]: Because you have not yet earned a college GPA, including this tells potential employers that you did well academically in high school

ACTIVITIES

Students Against Destructive Decisions (SADD), 20XX-20XX

- Vice-President, 20XX-20XX

Student Council, 20XX-20XX

- Social Committee Chair, 20XX-20XX

A Clarion Church, Clarion, PA

Comment [e3]: If it is your first or second semester of college, you may not have had much time to get involved on campus. It is acceptable to include your high school information so potential employers know you were involved in activities before.

WORK EXPERIENCE

Cashier/Cook, Roadside Café and Creamery, DuBois, PA

Summer 20XX, April-May 20XX, May 20XX-Present

- Wait on customers, taking food and ice cream orders
- Fill orders quickly and efficiently
- Perform customer service and cash register skills on a daily basis

Summer Help, DuBois Area School District, Brockway, PA

Summers of 20XX & 20XX

- Performed general maintenance to the Brockway Area High School and Elementary School
- Helped maintain the conditions of the sports fields
- Cleaned the classrooms at both schools in preparation for the upcoming school year

Comment [e4]: Listing any work experience on your resume helps an employer to see you are accustomed to going to school and working simultaneously.