**Freshman M. Resume**

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**Education Bachelor of Science in Commerce and Business Administration,** May 20XX

The University of Alabama, Culverhouse College of Business, Tuscaloosa, AL

**Major:** XXXX **Minor:** XXXX **Specialization:** XXXX

GPA: 3.46/4.0(or Major GPA) *(List GPAs if 3.0 or above)*

Dean’s List, President’s List, University Honors College

**Washington High School**, Dallas, TX, May 20XX

**GPA**:

**Study Abroad** American Institute for Foreign Study (AIFS), Barcelona, Spain

* Can include bullet discussing academic courses completed and travel locations

*(If you have not studied abroad, but have traveled abroad, include mission trips and volunteer experience and rename section “Abroad Experience” or “International Experience”)*

**Externship Job Shadow**, December 20XX

*Financial Advisor*, Merrill Lynch, Dallas, TX

* Shadowed independent financial advisor for one week
* Researched mutual funds and examined client portfolios to understand investing techniques
* Observed client meetings and to learn financial terminology and customer service

**Work Team Member**, September 20XX - Present

**Experience** *Baltic Ave. Bistro*, Tuscaloosa, AL

* Maintain awareness of all promotions and advertisements in order to increase sales
* Tender and maintain all cash at registers accurately and efficiently
* Communicate customer requests to management
* Keep orderly appearance of register area and supplies stocked to maintain professionalism

**Student Assistant**, January 20XX - August 20XX

*Washington High School*, Dallas, TX

* Answered phones, filed paperwork, and assisted office staff to ensure office efficiency
* Ran errands for teachers and staff and delivered messages between office and classrooms
* Maintained confidentiality of student record information

**Leadership Student Government Association (SGA) President**, August 20XX – May 20XX

*Washington High School*, Dallas, TX

* Presided over all meetings of Student Body and Student Council and ensured students’ concerns were heard
* Ensured the execution of current procedures and newly established reforms

**Activities** Culverhouse Connections, August 20XX-Present

High School Organization August 20XX – May 20XX (*can list high school activities on a resume as a freshman. Replace these with college activities by sophomore year)*

**Computer Skills** Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Access); InDesign

**Community** Habitat for Humanity, December 20XX

**Involvement** Temporary Emergency Services, May 20XX-August 20XX

**Honors/Awards** Recipient of 6 academic scholarships

*(Or list individual scholarships/honor societies if less than 6)*