

FRESHMEN RÉSUMÉ SAMPLE: UNIV 1301

Pro Tip: Tailor your résumé to match the job description.

For a review, email: ael.nmsu.edu

Freshmina Aggie

(915) 747-0000 | aggie@nmsu.edu | [in/freshmina](#)

EDUCATION

Bachelor of _____ (degree) in _____ (major) Anticipated: 05/20XX
New Mexico State University (NMSU)

Honors & Activities

NMSU Excellence Scholarship, Fall 20XX; UNIV 1301 Community Service Pathway, Fall 20XX;

NMSU Army ROTC Cadet, Fall 20XX

Name of High School, City, State

Graduated: 05/20XX

Honors & Activities

Top 10% of Class, Academic Decathlon Gold Medal for Speech, April 20XX;
Science Fair Participant 20XX, 20XX and 20XX

EXPERIENCE

Facilities Assistant at Climbing Gym 09/20XX – Present
NMSU Student Recreation Center Las Cruces, NM

- Welcome approximately 100 students and guests entering facility on a daily basis, conduct tours for visitors, verify memberships and answer general facility and fitness program questions
- Instruct visitors on climbing gym safety protocol and provide coaching and guidance
- Assure safety and sanitary requirements by cleaning and organizing areas before and after shifts

Sales Associate 01/20XX – 08/20XX
Academy Sports & Outdoors Las Cruces, NM

- Assisted over 30 customers on a daily basis with finding their shoe size and other needs
- Managed up to \$500 in transactions and returns at the cash register
- Organized and stocked shoes and accessories using store database

RELEVANT ACTIVITIES

Basketball Team at _____ High School 07/20XX – 08/20XX
Co-Captain Las Cruces, NM

- Led a team of 20 players and helped creating game plans
- Coordinated fundraisers to help with travel expenses for out-of-town tournaments

Yearbook Committee at _____ High School 07/20XX – 08/20XX
Member Las Cruces, NM

- Assisted with design, layouts, and photography of a 100-page yearbook
- Managed and created social media content using InDesign to promote on Instagram
- Collaborated with three members and a school advisor on planning sessions and pre-production deadlines

SKILLS

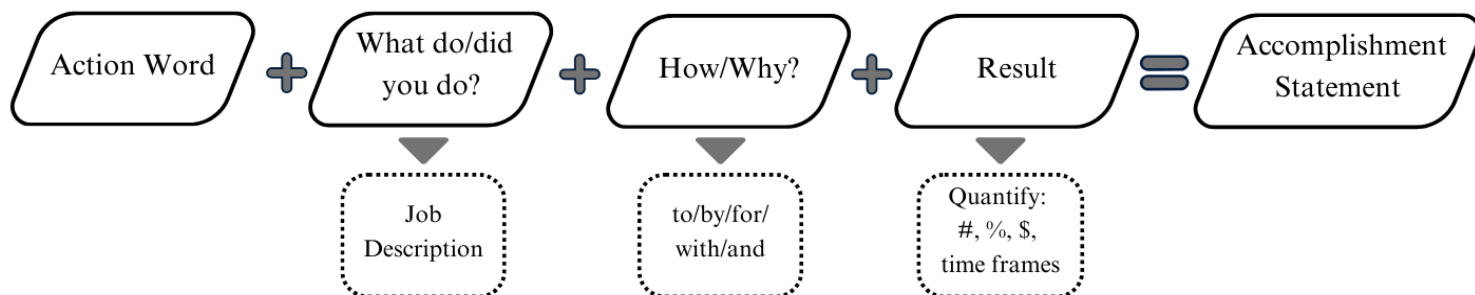
- Fluent English, conversational Spanish and basic French
- Extensive use of Photoshop, MS Word, and MS PowerPoint
- Familiar with InDesign, MS Excel, Nearpod, Schoology, and Google Classroom
- Familiar with social media accounts media management (Instagram)



Accomplishment Statements

Accomplishment Statements are bullet-point descriptions in the experience section of your résumé that highlight your relevant skills, abilities, and contributions to an organization.

See examples of accomplishment statements in the “Experience Section” on page one.



Action Words

Verbs that strongly promote your skills and accomplishments.

Communication (Oral/Written)

| | | | |
|---------|-------------|-----------|---------|
| Address | Demonstrate | Express | Review |
| Author | Draft | Interpret | Speak |
| Share | Edit | Persuade | Write |
| Convey | Negotiate | Present | Respond |
| Network | Connect | Promote | |

Teamwork/Collaboration

| | | | |
|-------------|-------------|----------|-----------|
| Assist | Consolidate | Organize | Schedule |
| Brainstorm | Construct | Orient | Supervise |
| Calculate | Demonstrate | Plan | Support |
| Collaborate | Envision | Process | Unite |

Critical Thinking/Problem Solving

| | | | |
|-----------|----------|-----------|------------|
| Analyze | Devise | Increase | Research |
| Assess | Diagnose | Integrate | Supervise |
| Compare | Evaluate | Measure | Synthesize |
| Determine | Execute | Organize | Verify |

Technology

| | | | |
|------------|----------|-----------|--------------|
| Access | Design | Implement | Maintain |
| Analyze | Develop | Integrate | Manage |
| Calculate | Engineer | Install | Troubleshoot |
| Coordinate | Program | Launch | Organize |
| Deliver | | | |

Leadership

| | | | |
|------------|------------|----------|-----------|
| Administer | Encourage | Guide | Oversee |
| Assess | Establish | Manage | Recruit |
| Clarify | Facilitate | Mentor | Supervise |
| Create | Direct | Motivate | Train |
| Delegate | | | |

Professionalism/Work Ethic

| | | | |
|----------|-------------|-----------|----------|
| Achieve | Deliver | Exceed | Produce |
| Act | Demonstrate | Handle | Reach |
| Adapt | Drive | Improve | Simplify |
| Evaluate | Establish | Implement | Work |

Career & Self Development (Confidence/Advocacy)

| | | | |
|-------------|----------|-----------|------------|
| Advise | Defend | Inform | Facilitate |
| Advocate | Diagnose | Master | Supported |
| Coach | Enhance | Negotiate | Guide |
| Communicate | Expand | Consult | Pursue |