

## ≡ Develop Your Résumé

### Gain Experience

At this point you might know exactly what you want to do after you graduate from college, but for most, they are still trying to figure it out. Consider the following options not only to help you gain experience, but also to explore potential professions. Keep in mind these are great items to add to your résumé:

- **Work Experience (paid)**
- **Internships (paid/unpaid)**
- **Volunteer Experience (unpaid)**
- **Clubs/Extracurricular Activities**
- **Professional Organizations and Conferences**

### Need Filler

Having a hard time filling up a résumé on 1 full page? Consider adding the following:

- **Computer Skills**
- **Certifications**
- **Honors/Awards**
- **Scholarships**
- **Additional Activities**
- **Summary of Qualifications**
- **Related Coursework**
- **Using strong verbs, add bullets under your job listings describing duties performed and skills acquired.**

### Additional Suggestions

*Be cautious with online resources and résumés. Some examples are incorrect and are lacking in professionalism.*

*Do not use a template résumé - it makes it too hard to change settings and the spacing can make the process more frustrating.*

*Keep a "Master Résumé" so you can continue to add to it throughout your college career. Consider updating your résumé once a year. It will help you remember what you have been up to, specific dates, job duties, and additional items.*

*If formatting is your biggest struggle and you don't know where to start, try typing your information in a Word document just to get your information out. Once you have done that, then concentrate on formatting.*

*Every experience or job you have, helps you attain more skills. Be ready to support your skill qualifications by providing examples of jobs duties you have performed and try to add specific facts or statistics.*

*Don't forget to add your 3-5 references on a separate page from your résumé with the same heading.*

*[Schedule an appointment to meet with WSC's Career Services Office to review your résumé and/or cover letter.](#)*

**WESTERN**  
STATE COLLEGE OF  
**COLORADO** | Career Services  
Taylor Hall 302  
970.943.7122

Academic Resource Center

Western State College  
Career Services

## ≡ Freshman/Sophomore Résumé Writing Guide



# ☰ Freshman/Sophomore Résumé Example

## Résumé Checklist:

- List your name, mailing address, email, and phone number at the top. Your name should be BIGGER.
- Only list high school if grad date is within 1 year.
- Only list GPA if above 3.0.
- Consistency is key. Limit your use of different fonts (Arial or Times New Roman are safe), sizes, and bullets. Use a consistent format.
- Check spelling, punctuation, and grammar.
- Use action verbs (see “Action Verbs” page).
- List everything: volunteer work, clubs, jobs, extracurricular activities, etc.
- List dates of employment.
- 1 full page in length.

### FRANCIS FRESHMAN

970-641-5555

francis.freshman@western.edu

CPO Box 1234

Gunnison, CO 81231

**OBJECTIVE** Seeking mental health related volunteer position for the Fall 2012 semester.

**EDUCATION** Western State College, Gunnison, Colorado August 2010 - Present  
Major: Psychology Minor: Recreation & Outdoor Education  
GPA: 3.75

Central High School, Greeley, Colorado May 2010  
High School Diploma  
GPA: 4.0

**SUMMARY** Exceptional ability to organize, multitask, and prioritize. Able to work independently and as a cooperative team member. Deeply committed to professional and academic excellence.

**LEADERSHIP EXPERIENCE** Student Government Association Senator Fall 2010 - Present  
Basketball Team Captain 2008 – 2009  
Student Council, Vice President 2007 – 2009

**HONORS & AWARDS** Western Award Scholarship Recipient Fall 2010  
Dean’s List Fall 2010  
National Honor Society Member Fall 2008 – Spring 2010

**WORK EXPERIENCE** **Olive Garden**, Greeley, Colorado September 2008 – August 2010  
Server/Trainer  

- Trained new waiting staff on restaurant regulations and expectations.
- Delivered exceptional customer service in fast-paced dining establishment, serving approximately 150 per 8 hour shift.

**Private Residence**, Greeley, Colorado September 2007 – May 2009  
Babysitter  

- Maintained safe environment and planned activities for three children ranging in ages 3-10.

## Action Verbs

|              |              |             |
|--------------|--------------|-------------|
| Accelerated  | Generated    | Pinpointed  |
| Accomplished | Guided       | Programmed  |
| Achieved     | Increased    | Proposed    |
| Administered | Influenced   | Provided    |
| Analyzed     | Implemented  | Recommended |
| Approved     | Initiated    | Record      |
| Built        | Instructed   | Reduced     |
| Coordinated  | Interpreted  | Reinforced  |
| Conducted    | Improved     | Reorganized |
| Completed    | Launched     | Revamped    |
| Created      | Lectured     | Revised     |
| Delegated    | Led          | Reviewed    |
| Developed    | Maintained   | Scheduled   |
| Demonstrated | Managed      | Simplified  |
| Designed     | Mastered     | Solved      |
| Directed     | Motivated    | Structured  |
| Effected     | Operated     | Streamlined |
| Eliminated   | Originated   | Supervised  |
| Established  | Organized    | Taught      |
| Evaluated    | Participated | Trained     |
| Expanded     | Performed    | Translated  |
| Facilitated  | Planned      | Utilized    |

## Skill Words

|             |             |             |
|-------------|-------------|-------------|
| Analytical  | Innovative  | Repeatedly  |
| Consistent  | Knowledge   | Resourceful |
| Cooperative | Logical     | Responsible |
| Creative    | Open-minded | Significant |
| Dedicated   | Positive    | Substantial |
| Dependable  | Productive  | Successful  |
| Efficient   | Proficient  | Tactful     |
| Experienced | Profitable  | Thorough    |
| Independent | Qualified   | Versatile   |