

## FIRST YEAR/SOPHOMORE RESUME

Address

Phone

email@appstate.edu

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### EDUCATION

#### Major: Biology

Fall 20XX-Present

Appalachian State University, Boone, NC

*Other information to include may be minor(s), GPA, relevant courses, certifications, dean's list, scholarships.*

### WORK EXPERIENCE

#### Position Title

Name of Business or Organization, City, State

June 20XX – Present

- Describe part-time jobs/seasonal jobs; you may choose to list your work and not describe each if the title and the duties performed are self-explanatory or obvious.
- List your experiences in reverse chronological order within each heading. (most recent first)
- Describe in detail starting each phrase with a power word, what you did, why you did it, who you did it with, what equipment you used, the results, and what supervision you had or provided to others.
- Arrange descriptive phrases in order of relevance to the position for which you are applying.

#### Position Title

Name of Business or Organization, City, State

May – August 20XX

- Quantify your results, if possible. Identify personal strengths and skills used to achieve your accomplishments.
- Use terminology that is common to the field you are pursuing.
- Always write out or explain technical terminology and abbreviations; do not leave anything to the employer's imagination or interpretation.
- Avoid using diluted phrases such as "responsible for" or "in charge of".

### LEADERSHIP/INVOLVEMENT

#### Position Title

Name of Business or Organization, City, State

Fall 20XX - Spring 20XX

- List and describe organizations and position(s) held with clubs, professional organizations, band, chorus or sports.
- Utilize suggestions listed above to describe.

### VOLUNTEER EXPERIENCE

#### Position Title

Name of Business or Organization, City, State

Summers 20XX - 20XX

- List and describe nonprofit/community organizations and position(s) held (fundraising, event planning, trail crew, etc.).
- Utilize suggestions listed above to describe.