

Sample Resumes

First-year resume

First Name Last Name

Room 123 MIT Dorm, 987 Institute Drive • Cambridge, MA 02139 • Phone: 617-xxx-xxxx • Email: Freshman@mit.edu

Education	Massachusetts Institute of Technology (MIT) Candidate for Bachelor of Science in Biology Coursework includes: Calculus, Electricity and Magnetism.	Cambridge, MA June 20XX
	Southtown High School Valedictorian in class of 128 students; SAT: 2260, ACT: 33 Relevant Courses: AP Calculus, AP Statistics, AP Biology.	Southtown, NS May 20XX
Leadership Experience	MIT Undergraduate Giving Campaign <i>Class of 20XX Co-Chair</i>	Cambridge, MA November, 20XX
	• Trained 12 members from the freshman class in fundraising activities, such as how to ask for a donation and how to properly document a donation. • Organized a week-long schedule for the 12 members and myself to work at a booth to ask for donations. • Achieved 31% participation within the freshman class, higher than that of the sophomores and juniors. • Raised \$1,250 from the freshman class for the MIT Public Service Center	
	High School Newspaper <i>Chief Editor</i>	Southtown, NS August 20XX-May 20XX
	• Proofread each article and authored two to three articles per issue. • Printed one 24-page newspaper per month for 10 months. • Oversaw staff of 14 students. Answered questions regarding articles and page design.	
	<i>Assistant Editor</i>	August 20XX-May 20XX
	<i>Sports Editor</i>	August 20XX-May 20XX
Work Experience	Relay For Life <i>Team Captain</i>	W. Southtown, NS April 20XX
	• Organized a team of 15 students for the Relay for Life. • Coordinated fund-raising efforts through the Beta Club, an organization for students with all A's. • Raised \$500 for cancer research.	
	Area Supermarkets <i>Clerk and Bagger</i>	W. Southtown, NS January 20XX-May 20XX
	• Provided customer service to 100+ people per day. Bagged groceries and received cashier training.	
Activities & Awards	Taco Bell <i>Team Member</i>	W. Southtown, NS June 20XX-January 20XX
	• Received cashier and food handling training, worked in a fast-paced environment, and experienced assembly-line teamwork. Served 100+ people per day.	
	MIT Varsity Track & Field Team <i>Team Member, Pole Vaulting</i>	September 20XX-Present
	High School Varsity Athletics Track and Field, <i>Captain</i> ; Football, <i>Team Member</i> ; Wrestling, <i>Team Member</i>	August 20XX-May 20XX
	STAR Student Award Awarded to the senior from each high school in Newstate with the highest SAT score.	March 20XX
	Havoline Scholar Athlete Award Presented by The National Football Foundation and College Hall of Fame, Inc. to the top 40 scholar athletes in the state of Newstate.	December 20XX
Skills	Computer: Microsoft Word, Excel, and Power Point	
	Carpentry: Framing, Masonry, Household Electrical Wiring, Flooring, Roofing, Plumbing.	