

First Year  
Samplerésumé

# Harry S Truman

Local: 101 Exchange Hall | 900 Virginia Avenue | Columbia, Missouri 65211 | (573) 771-1492 | hst123@mail.mizzou.edu

## Objective

Obtain Merchandise Associate & Cashier position at the University Bookstore.

**Comment [A1]:** If you choose to include an objective section, it should be specific to the position for which you are applying. It should never be vague as each copy of your résumé you send out should be customized for that employer. Do not include an objective if you are seeking general part-time employment.

## Education

University of Missouri; Columbia, Missouri

### Undeclared Arts & Science

- Anticipated Graduation Date: May 2012
- GPA: Not Yet Calculated

**Comment [A2]:** A first year student who has not declared a major should use "Undeclared" and then their college, rather than using "Undecided."

**Comment [A3]:** A first year student who does not have a GPA should use "Not Yet Calculated" rather than "0.0 of 4.0" or "4.0 of 4.0".

### Independence High School; Independence, Missouri

Honors Diploma and College Preparatory Certificate

- Graduation Date: June 2008
- Unweighted GPA - 3.80 of 4.0 | Weighted GPA - 4.6 of 5.0

**Comment [A4]:** A first year student may include high school information especially if their college GPA has not been calculated or they have not yet declared a major.

## Work Experience

Santa Fe Railroad Depot; Kansas City, Missouri May 2009 – August 2009

Timekeeper

- Recorded twenty train arrival times per day in log books
- Cleared indigents from railroad depot
- Assisted depot manger in day to day clerical tasks

**Comment [A5]:** A first year student should include any part-time jobs they held during high school and during the summer between high school and college.

Grandview Farm; Grandview, Missouri September 2008 – March 2009

Farmhand

- Served as general help for livestock development with a head of over 300
- Transported grain from silos to feedlots and provided fresh water

## Activities & Leadership

- Missouri Students Association Senate September 2009 – Present
- College Democrats September 2008 – Present
- Independence High School Student Body President June 2007 – June 2008
- Independence High School Student Council September 2007 – June 2008
- Youth in Government September 2006 – June 2008
- National 4-H Council September 2005 – June 2007

**Comment [A6]:** A first year student should include any campus or community activities which they currently participate and a selection of those which they participated in during high school.

## Awards & Honors

- University of Missouri Curators Scholar September 2008 - Present
- Youth Excellence in Leadership Award, Kansas City Rotary Club June 2008
- Missouri Youth in Government Outstanding Statesman Award November 2007

**Comment [A7]:** A first year student should include any awards or honors which they recently received and other important awards which they received while in high school.

**Comment [A8]:** Make sure to include your permanent address on your résumé as you may be looking for a summer job back home while still enrolled on campus in the spring.

Permanent: 223 North Main Street | Independence, Missouri 64050 | (816) 254-9929 | tt123@mail.mizzou.edu