

Third Year
Sample Résumé

Harry S Truman

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Objective

Be promoted from Merchandise Associate & Cashier to Assistant Floor Manager at the University Bookstore.

Comment [A1]: Make sure to update your contact information as it changes.

Comment [A2]: Update your objective section for each job to which you apply.

Education

University of Missouri; Columbia, Missouri

Bachelor of Arts in History, Emphasis in American History

- Anticipated Graduation Date: May 2012
- Minor in Political Science
- GPA: 3.75, Dean's List five of five semesters
- Completed twelve hours of Honors College course work

Comment [A3]: If you are having issues including all your relevant résumé information you may find that decreasing your margins by a quarter of an inch helps.

Comment [A4]: If your degree program contains emphasis areas and you have begun to fulfill the requirements you should include it.

Comment [A5]: If you have decided on a minor make sure to include that on your résumé.

Work Experience

University Bookstore; Columbia, Missouri September 2010 – Present

Assistant Floor manager

- Managed floor associates when floor manager was not present
- Responsible for placing orders of over \$10,000 for low stocked merchandise
- Designed five seasonal window and floor displays

Comment [A6]: It's important to update your work history.

University Bookstore; Columbia, Missouri September 2009 – August 2010

Merchandise Associate & Cashier

- Served up to 70 customers per day
- Responsible for properly handling over \$2,000 in transactions per day
- Assisted floor merchandise manager in creating and tearing down displays

Comment [A7]: You may need to reduce your font size and margins to include more content as you progress through college. Be careful not to reduce your text to a size that may be extremely difficult to read.

Activities & Leadership

- Missouri Students Association Senate September 2009 – Present
- College Democrats September 2008 – Present
 - Vice-President May 2009 – May 2010
- Phi Alpha Theta History Honorary Society May 2009 – Present

Comment [A8]: If you have enough content you should remove part-time jobs you held during high school which are not relevant to the job to which you are applying.

Comment [A9]: After students begin their third year even the most impressive high school activities and awards are removed from the résumé.

Awards & Honors

- Undergraduate Research Best Social Science Research Paper September 2010
 - "Missouri v. Mississippi: War of Americas Two Great Rivers"
- Excellence in Academics & Leadership Award May 2009
- University of Missouri Curators Scholar September 2008 - Present

Comment [A10]: You may find that you even need to remove old college information if your résumé begins to spill over to a second page.

Skills

- Two full years of Spanish Language Course Work
- Word Processing through Microsoft Word and Corel Word Perfect
- Familiar with using search databases such as: EBSCO Host, LexisNexis Universe, and JSTOR

Comment [A11]: To find a balance between education, work experience, activities, awards, and skills you may need to only include those relevant to the job you are seeking.