

Freshman Undecided Résumé

1234 Racer Road | Murray, KY 42071 | 270.123.1234 | firstyear@murraystate.edu

- EDUCATION** **Murray State University**; Murray, KY | *Bachelor of Arts, Undecided*; May 20xx
Providence School; Somewhere, KY | *Diploma*; May 20xx
“A” Honor Roll: Six (6) years | Honor Roll: 4 years | GPA: 4.58
- EXPERIENCE** **Great Construction**; Somewhere, KY | *Fill-in Secretary*; October 20xx - Present
Complete needed paperwork and organize files for efficient future access.
Communicate with customers and vendors via phone and face-to-face.
Providence School; Somewhere, KY | *Crossing Guard*; August 20xx - May 20xx
Monitored traffic flow and directed students in safe road crossing.
Handled weather and situational emergencies as directed through training.
Tutor; October 20xx - Present
Established cooperative relationships with two students and coached in mathematics three days a week.
Maintained confidentiality regarding student needs and progress.
Sweet Family; Somewhere, KY | *Driver*; August 20xx - May 20xx
Entrusted to drive two children home from school every afternoon.
Arrived in timely manner consistently.
- LEADERSHIP** **Fellowship of Christian Athletes**; *Leadership Team*, August 20xx - May 20xx;
Member, 20xx - 20xx
School Ambassadors; *Secretary*, June 20xx - May 20xx
Church; *Leadership Team*, 20xx; *Bible Study Leader*, *6th Grade Girls*, 20xx
- HONORS / AWARDS** Distinguished Providence Graduate: 20xx
National Honor Society: 20xx, 20xx, 20xx
DAR Good Citizen: 20xx
Junior National Honor Society: 20xx
- ACTIVITIES** Providence School Ambassador: 20xx - 20xx
Youth Leadership Somewhere: 20xx - 20xx
Yearbook Staff: 20xx - 20xx
- COMMUNITY SERVICE** Habitat for Humanity, Somewhere, KY: 20xx
Meals on Wheels, Somewhere, KY: 20xx
Sumler Therapy, Somewhere, KY: 20xx
Advance Therapy, Somewhere, KY: 20xx
Somewhere Hospital, Somewhere, KY: 20xx
- KEY SKILLS** **Computer**: Proficient in Microsoft Office (Word, PowerPoint and Excel) Internet, email and social media outlets
Personal: Strong verbal and written communication and organizational skills with demonstrated strong work ethic and willingness to learn
Applicable Certifications / Licenses: *CPR and First Aid Certification*, 20xx