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**Writing a Freshman Resume**

Writing a resume as a freshman can be a challenge. When employers review resumes from college students, they don’t want to see high school information. They only want to see what the student has done while in college. However, most freshmen are just getting started in college and don’t have much to list on their resume. That is why it is okay for a freshman to have *some* high school information on the resume while they are transitioning into their college experience. As the student advances in college, the high school information should be replaced with college information.

This same concept holds true for college graduates transitioning into their first post-graduation work experience. As college graduates advance in their career fields, employers will expect to see less information from the college years. Of course, the degree and major are always listed on the resume. However, their importance decreases as more experience and skills are gained.

The following will help you develop your “freshman” resume:

**Why a Freshman Resume**

A resume will be helpful for many of the following:

* Apply for an on-campus part-time job
* Apply for an off-campus job
* Join a student organization
* Complete a homework assignment in a class
* Practice for getting ready to apply for internship or co-op job search

**Common Mistakes on a Freshman Resume**

* UofL education not listed or not listed first
* Degree, major and anticipated graduation date not listed and/or not spelled out.
* Inclusion of personal information such as birth date
* Unnecessary employment information listed such as hourly wage, previous supervisor’s name, employer street address and zip code. This information may be needed for a formal application but not on the resume.
* References listed on the resume itself (References go on a separate page)
* Overall general lack of information; work experiences not described to bring our transferable skills
* Use of resume templates. Templates limit ability to make future edits and pose limitations. Templates with designs may make the PDF file too large.
* Blank lines at the end of the resume resulting in a blank page when converted to a PDF.

**A Competitive Process**

Whether it is applying for a part-time job, an internship, or a post graduate entry level position, the application process is a competitive one. There can be many candidates vying for the same position. The candidate with the clearly written resume will stand out favorably in the process. All the other techniques for resume writing should be followed. The Career Development Center’s Resume Writing Guide may be found on our website at: www.louisville.edu/career.

**First M. Last**

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**Objective**

Honors student with proven leadership skills as well as experience working with patients seeks Receptionist position with University of Louisville Physician’s Group

**Education**

**Bachelor of Science in Chemistry** May 20XX

University of Louisville Louisville, KY

* Concentration in Pre-med
* Minor in Mathematics

**Honors Diploma** May 20XX

Christian Academy of Indiana New Albany, IN

* Overall GPA: 3.8/4.0
* Graduated in top 10% of class

**Experience**

**Sales Associate** January 201XX- present

Kohl’s Department Store New Albany, IN

* Excellent customer service including handling customer complaints
* Maintain stock in department and floor displays to achieve store sales targets
* Operate cash register and promote credit card applications to customers at check-out to meet overall store goals
* Assists cross-functionally between departments as needed

**Volunteer**  November 20XX - present

Norton Children’s Hospital Louisville, KY

* Engage children in activities including reading books, watching movies, and playing games.
* Assist with hospital discharges
* Perform clerical duties including faxing, filing, and patient reception
* Fold linens, distribute water, deliver flowers to patients, stock linen cart and assemble charts
* Assis at mealtime, admissions desk, information desk and in any emergency

**Skills:**

* Proficient in Microsoft Word, Excel, and PowerPoint
* Familiar with Adobe Photoshop and Canva
* Excellent communication including in person and via telephone, as well as comfortable speaking to groups
* Experience working with children and acutely ill patients

**Activities:**

Women in Science and Technology March 20XX - present

High School Tennis Team Member 4 years

* Team Captain, senior year

High School Varsity Cheerleader 4 years

Speech Team 3 years

* Competed in state finals junior year