

SAMPLE RÉSUMÉ: GETTING INVOLVED

As a first-year student, Jonathan has included high school information on his résumé. By junior year all high school information should be removed.

Since Jonathan is still working at American Eagle, he needs his action verbs in the present tense.

Jonathan Wolverine

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Objective

Seeking membership in Pi Sigma Epsilon, applying leadership, organization, and communication skills

Education

University of Michigan-Flint, Flint, MI
Bachelor of Arts, Undeclared Major, May XXXX
Emerging Academic Interest: Communication

Francis T. Maloney High School, Flint, MI
High School Diploma, June XXXX

GPA: 4.7/5.2

Honors and Awards: Honor Roll (XXXX-XXXX), National Rotary Scholarship (XXXX)

Leadership and Volunteer

Relay for Life, Francis T. Maloney High School, **Team Leader**, Fall XXXX-Spring XXXX

- Fundraised donations by promoting cause online and door-to-door; team raised over \$5,000 for cancer research and support for current cancer patients and survivors

National Honor Society, Francis T. Maloney High School, **President**, Fall XXXX-Spring XXXX

- Led monthly meetings, facilitated leadership trainings, and organized annual weekend retreat with two other officers, for 20 members and two advisors at a local team-building ropes course site
- Coordinated community service opportunities with local food pantry; managed can drive by communicating with food pantry to provide a list of most needed items for volunteers to collect

Youth Alive, Francis T. Maloney High School, **Secretary**, Fall XXXX-Spring XXXX

- Documented weekly meetings by taking meticulous minutes; organized and tracked member participation for monthly reports and trend analysis

Experience

American Eagle Outfitters, Flint, MI
Sales Associate, September XXXX - Present

- **Demonstrate** comprehensive merchandise knowledge with customers which cultivates sales and encourages repeat business
- Organize inventory and maintain welcoming appearance of store; properly categorize merchandise to create an inviting atmosphere

Target, Flint, MI

Sales Floor Team Member, June XXXX

- Designed and highlighted Back-to-School product displays resulting in 15% increase in sales

Skills and Interests

Computer: Microsoft Word, Excel, PowerPoint; WordPress

Interests: Fashion blogging, interior design, service projects, sculpting, and creative writing