**Ima Freshman**

123 My Street, My Home Town, VA 12345

**OBJECTIVE:**

Highly organized, responsible, out-going, and technology savvy student, seeking a work-study position.

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| **EDUCATION** |  |
| **Bachelor of Science, Radford University** | May 2017 |
| Major: Pre-major, Considering Communications and Psychology |  |
| Recipient May Jennings Scholarship , $2000 annual award |  |
| *[After your first semester, you will also list your GPA if 3.0 or higher, Dean’s List,* |
| *concentration, minors, and relevant courses]* |  |
| **Abingdon High School, Abington VA** | June 2013 |
| Graduated in top 10% of class |  |
| GPA 3.95/4.00 |  |
| *[After freshman year, you will delete your high school from your resume]* |  |
| **EXPERIENCE** |  |
| **Sales Associate (seasonal)** | April 2012 –Present |
| **Kohls Department Store, Bristol, VA** |  |

* Provide excellent customer service assisting customers in merchandise selection.
* Assist in orientation for new associates and work between departments as needed.
* Operate the cash register and practice secure transition procedures.

**Volunteer** June 2012 – August 2013

**Bristol Community Hospital, Bristol VA**

* Delivered messages and newspapers to patients with a smile to brighten their day.
* Provided assistance and information to family and guests visiting the hospital.

**SKILLS**

* Proficient in Microsoft Word, Excel and PowerPoint and familiar with Microsoft Publisher.
* Adept using social media (Twitter, Face Book, Pinterest) for information and event promotion.
* Excellent interpersonal communication skills in person, in writing, and via technology.

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| **ACTIVITES AND HONORS** |  |
| **Radford University** |  |
| • Radford University, Freshman Hall Council Representative | Fall 2013-present |
| • Radford University Ultimate Frisbee Club | Fall 2013-present |
| **Abingdon High School** |  |
| • | National Honor Society , Inductee | Spring 2013 |
| • | Tennis Team | 2009-2013 |
|  | o Team Captain 2012, 2013 |  |
|  | o Single AA State Championship , 2013 |  |
| • | Marching Band, Drum Line | 2009-2013 |

*[Remember to remove high school information after freshman year]*