**RESUME SAMPLE**

**(First Year/Undeclared Student)**

**Im A. Spartan**

San Jose, CA 95000

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**OBJECTIVE:**

Highly organized, customer-focused, and motivated student seeking work-study position

**EDUCATION**

**B.A. Psychology** (Pursuing), Expected Graduation May 20xxSan Jose State University, San Jose, CA

**EXPERIENCE**

**Vice President**, September 20xx - May 20xx

**Member**, September 20xx - May 20xx

Key Club, Oak Grove High School, San Jose, CA

* Collaborated with parent organization to lead and organize 3 volunteer events with over 40+ student volunteers
* Increased membership by 15% by conducting outreach events and distributing flyers
* Organized and conducted monthly meetings to update members on upcoming events

**Barista**, September 20xx - February 20xx

Starbucks, San Jose, CA

* Provided quality beverages and food products to over 150+ customers daily
* Maintained friendly attitude with customers and responded to their needs

**Volunteer**, January 20xx - June 20xx

Second Harvest Food Bank, San Jose, CA

* Assisted office staff with providing food and other resources to people in need
* Represented organization in community outreach events with over 200+ people in attendance

**SKILLS**

**Languages:** Spanish (fluent)

**Computer:** Microsoft Office (Word, PowerPoint, Excel), social media (Facebook, Instagram, andTwitter)

**ACTIVITIES**

Track and Field Team, Oak Grove High School, San Jose, CA, September 20xx - May 20xx