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**Writing the Freshman Resume**

Writing a resume as a freshman (or sophomore) 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:

* Applying for an on-campus part-time job
* Applying for an off-campus job
* Joining a student organization
* Homework assignment in some classes
* Practice for getting ready to apply for internship or co-op job search

**Common Mistakes on a Freshman Resume**

* MTSU education not listed or not listed first
* Degree, major and anticipated graduation date not listed
* 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 out transferable skills
* Use of templates with designs – all students should avoid this because this makes the file size of the resume larger. When the student applies and the PDF hits the employer’s email box, it can eat up memory thus lending itself to quick deletion. Make sure PDF file is not too large.
* Word wrapping to a second page because of large margins and double spacing

**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 at: <http://www.mtsu.edu/career/resource-resumewriting.php>.

**David Letterman**

Town, TN 37000 🞟 615-777-7777 🞟 anitasjobe@yahoo.com

**PROFILE**

* Detail-oriented team player experienced in patient care and accustomed to fast-paced environments.
* Effective communicator prepared to serve and work along-side individuals from diverse backgrounds with various problems, needs, and personalities.
* Excellent oral and written communicator skilled in Microsoft Office and Point of Sales System
* Fluent in English and Spanish

**EDUCATION**

**Bachelor of Science in Chemistry** May 2018

Middle Tennessee State University Murfreesboro, TN

* Concentration in Pre-medical
* Minor in Mathematics

**Honors Diploma** May 2014

Cannon County High School Woodbury, TN

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

**EXPERIENCE**

**Sales Associate** January 2014 - present

Kohl’s Department Store Murfreesboro, TN

* Excellent customer service including handling customer complaints
* Maintains department area and floor displays
* Works cash register
* Assists cross-functionally between departments as neeed

**Volunteer**  November 2013 - present

Middle Tennessee Medical Center Murfeesboro, TN

* Delivers messages to patients, reads to patients and assists with hospital discharges
* Clerical duties including faxing, filing, and patient reception
* Folds linens, distributes water, delivers flowers to patients, and assembles charts
* Assists at mealtime, admissions desk, information desk and in any emergency

**ACTIVITIES**

Women in Science and Technology March 2014 - Present

High School Tennis Team Member August 2011 - May 20014

* Team Leader August 2013 - May 20014

High School Varsity Cheerleader August 2011 - May 20014

Speech Team August 2012 - May 20014