

Sample Resumes

First-Year Resume Sample

First Name Last Name

Room 123 MIT Dorm, 987 Institute Drive • Cambridge, MA 02139 • Phone: 617-xxx-xxxx • Email: Freshman@mit.edu

Education	Massachusetts Institute of Technology (MIT) Candidate for Bachelor of Science in Biology Coursework includes: Calculus, Electricity and Magnetism.	Cambridge, MA June 2019
	Southtown High School Valedictorian in class of 128 students; SAT: 2260, ACT: 33 Relevant Courses: AP Calculus, AP Statistics, AP Biology.	Southtown, NS May 2015
Leadership Experience	MIT Undergraduate Giving Campaign <i>Class of 2019 Co-Chair</i> <ul style="list-style-type: none">• Trained 12 members from the freshman class in fundraising activities, such as how to ask for a donation and how to properly document a donation.• Organized a week-long schedule for the 12 members and myself to work at a booth to ask for donations.• Achieved 31% participation within the freshman class, higher than that of the sophomores and juniors.• Raised \$1,250 from the freshman class for the MIT Public Service Center.	Cambridge, MA November 2015
	High School Newspaper <i>Chief Editor</i> <ul style="list-style-type: none">• Proofread each article and authored two to three articles per issue.• Printed one 24-page newspaper per month for 10 months.• Oversaw staff of 14 students. Answered questions regarding articles and page design.	Southtown, NS August 2014-May 2015
	<i>Assistant Editor</i> <i>Sports Editor</i>	August 2012-May 2013 August 2011-May 2012
	Relay For Life <i>Team Captain</i> <ul style="list-style-type: none">• Organized a team of 15 students for the Relay for Life.• Coordinated fund-raising efforts through the Beta Club, an organization for students with all A's.• Raised \$500 for cancer research.	W. Southtown, NS April 2013
Work Experience	Area Supermarkets <i>Clerk and Bagger</i> <ul style="list-style-type: none">• Provided customer service to 100+ people per day. Bagged groceries and received cashier training.	W. Southtown, NS January 2013-May 2013
	Taco Bell <i>Team Member</i> <ul style="list-style-type: none">• Received cashier and food handling training, worked in a fast-paced environment, and experienced assembly-line teamwork. Served 100+ people per day.	W. Southtown, NS June 2012-January 2013
Activities & Awards	MIT Varsity Track & Field Team <i>Team Member, Pole Vaulting.</i>	September 2015-Present
	High School Varsity Athletics Track and Field, <i>Captain</i> ; Football, <i>Team Member</i> ; Wrestling, <i>Team Member</i> .	August 2011-May 2015
	STAR Student Award Awarded to the senior from each high school in Newstate with the highest SAT score.	March 2014
	Havoline Scholar Athlete Award Presented by The National Football Foundation and College Hall of Fame, Inc. to the top 40 scholar athletes in the state of Newstate.	December 2013
Skills	Computer: Microsoft Word, Excel and PowerPoint Carpentry: Framing, Masonry, Household Electrical Wiring, Flooring, Roofing, Plumbing.	