

**Ima Freshman**  
[Freshman@Radford.edu](mailto:Freshman@Radford.edu) - 540-555-9876  
123 My Street, My Home Town, VA 12345

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**OBJECTIVE:**

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

**EDUCATION**

<b>Bachelor of Science, Radford University</b> Major: Pre-major, Considering Communications and Psychology Recipient Mary 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]	May 2017
<b>Abingdon High School, Abingdon VA</b> Graduated in top 30% of class GPA: 3.95/4.00 [After freshman year, you will delete your high school from your resume]	June 2013

**EXPERIENCE**

<b>Sales Associate (seasonal)</b> Kohls Department Store, Bristol, VA	April 2012 - Present
<ul style="list-style-type: none"><li>• Provide excellent customer service assisting customers in merchandise selection.</li><li>• Assist in orientation for new associates and work between departments as needed.</li><li>• Operate the cash register and practice secure transition procedures.</li></ul>	

  

<b>Volunteer</b> Bristol Community Hospital, Bristol VA	June 2012 - August 2013
<ul style="list-style-type: none"><li>• Delivered messages and newspapers to patients with a smile to brighten their day.</li><li>• Provided assistance and information to family and guests visiting the hospital.</li></ul>	

**SKILLS**

<ul style="list-style-type: none"><li>• Proficient in Microsoft Word, Excel and PowerPoint and familiar with Microsoft Publisher.</li><li>• Adept using social media (Twitter, Face Book, Pinterest) for information and event promotion.</li><li>• Excellent interpersonal communication skills in person, in writing, and via technology.</li></ul>	
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**ACTIVITIES AND HONOR R.S.**

<b>Radford University</b>	
• Radford University, Freshman Hall Council Representative	Fall 2013-present
• Radford University Ultimate Frisbee Club	Fall 2013-present
 <b>Abingdon High School</b>	
• 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

# College Rankings Resume Template Guide

**Mike Jess**

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## **Table of Contents College Rankings Resume Template Guide**

1. Understanding the eBook College Rankings Resume Template Guide
  - The Rise of Digital Reading College Rankings Resume Template Guide
  - Advantages of eBooks Over Traditional Books
2. Identifying College Rankings Resume Template Guide
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an College Rankings Resume Template Guide
  - User-Friendly Interface
4. Exploring eBook Recommendations from College Rankings Resume Template Guide
  - Personalized Recommendations
  - College Rankings Resume Template Guide User Reviews and Ratings
  - College Rankings Resume Template Guide and Bestseller Lists
5. Accessing College Rankings Resume Template Guide Free and Paid eBooks

- College Rankings Resume Template Guide Public Domain eBooks
- College Rankings Resume Template Guide eBook Subscription Services
- College Rankings Resume Template Guide Budget-Friendly Options

6. Navigating College Rankings Resume Template Guide eBook Formats

- ePUB, PDF, MOBI, and More
- College Rankings Resume Template Guide Compatibility with Devices
- College Rankings Resume Template Guide Enhanced eBook Features

7. Enhancing Your Reading Experience

- Adjustable Fonts and Text Sizes of College Rankings Resume Template Guide
- Highlighting and Note-Taking College Rankings Resume Template Guide
- Interactive Elements College Rankings Resume Template Guide

8. Staying Engaged with College Rankings Resume Template Guide

- Joining Online Reading Communities
- Participating in Virtual Book Clubs
- Following Authors and Publishers College Rankings Resume Template Guide

9. Balancing eBooks and Physical Books College Rankings Resume Template Guide

- Benefits of a Digital Library
- Creating a Diverse Reading Collection College Rankings Resume Template Guide

10. Overcoming Reading Challenges

- Dealing with Digital Eye Strain
- Minimizing Distractions
- Managing Screen Time

11. Cultivating a Reading Routine College Rankings Resume Template Guide

- Setting Reading Goals College Rankings Resume Template Guide
- Carving Out Dedicated Reading Time

12. Sourcing Reliable Information of College Rankings Resume Template Guide

- Fact-Checking eBook Content of College Rankings Resume Template Guide
- Distinguishing Credible Sources

13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development

- Exploring Educational eBooks
- 14. Embracing eBook Trends
  - Integration of Multimedia Elements
  - Interactive and Gamified eBooks

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