

# Ima Freshman

[ifreshman@radford.edu](mailto:ifreshman@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 a work-study position.

## EDUCATION

- Bachelor of Science, Radford University** May 2017  
Major: Pre-major, Considering Communications and Psychology  
Redpient 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, Abingdon 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 transaction 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.

## ACTIVITIES 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
    - Team Captain 2012, 2013
    - Single A.A. State Championship, 2013
  - Marching Band, Drum Line 2009-2013

# College Rankings Resume Template Guide

**Mike Jess**



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