

Second Year
Samplerésumé

Harry S Truman

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Objective

Obtain Summer Undergraduate Research Internship at the Missouri State Historical Society.

Comment [A1]: Make sure to update your contact information as it changes.

Comment [A2]: Update your objective section for each job to which you apply.

Education

University of Missouri; Columbia, Missouri

Bachelor of Arts in History

- Anticipated Graduation Date: May 2012
- GPA: 3.68; Dean's List three of three semesters
- Completed six hours of Honors College course work

Comment [A3]: Most second year students have selected a major field of study and therefore should include it on their résumé. Make sure that you know what type of Bachelor degree you are receiving. Is it: Science, Arts, Journalism? For a complete list of MU degrees, majors (degree programs), emphasis areas, minors and certificates, see <http://registrar.missouri.edu/Catalog>

Work Experience

University Bookstore; Columbia, Missouri September 2009 – Present

Merchandise Associate & Cashier

- Served up to 70 customers per day in a courteous and friendly manner
- Responsible for properly handling over \$2,000 in transactions per day
- Assisted floor merchandise manager in creating and tearing down displays

Comment [A4]: Second year students should remove their high school academic information.

Comment [A5]: It's important to update to work history. Second year students often times have found a part-time job during the school year or during the summer.

Santa Fe Railroad Depot; Kansas City, Missouri May 2009 – August 2009

Timekeeper

- Recorded twenty train arrival times per day in log books
- Cleared indigents from railroad depot
- Assisted depot manger in day to day clerical tasks

Comment [A6]: Until a second year student has enough experience, it is acceptable to continue including work experience they held during high school.

Activities & Leadership

- Missouri Students Association Senate September 2009 – Present
- College Democrats September 2008 – Present
- Independence High School Student Body President June 2007 – June 2008

Comment [A7]: Normally second year students should remove high school activities and awards but if there is something that is very impressive you can keep it on your résumé during your second year of college.

Awards & Honors

- Excellence in Academics & Leadership Award April 2009
- University of Missouri Curators Scholar September 2008- Present

Skills

- One full year of Spanish Language Course Work
- Word Processing through Microsoft Word and Corel Word Perfect
- Familiar with using databases such as: EBSCO Host, LexisNexis Universe, and JSTOR
- 50 Words Per Minute Typing & Ten-Key 4839 Key Per Hour

Comment [A8]: If you developed new skills during your first year of college, make sure to highlight those in a "Skills" section.

Comment [A9]: You may need to reduce your bottom margin to include any information that spilled over to a second page.

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