

**Writing the Freshman Resume**

Writing a resume it can be challenging, especially as a freshman. When employers review resumes from college students, they do not 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 do not 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 replaces with college information. By the first semester of your sophomore year, all of your high school information becomes irrelevant.

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:

* Completing your Handshake Profile
* Joining a student club or organization
* Applying for scholarship opportunities
* Homework assignment in some classes
* Applying for an on-campus or off-campus job
* Applying for internship or co-op opportunities

**Common Mistakes on a Freshman Resume**

* Inclusion of personal information such as birth date
* Kentucky State Degree is not listed or not listed first
* Degree, major and anticipated graduation date not listed
* References listed on the resume itself (References go on a separate page)
* Word wrapping to a second page because of large margins and double spacing
* Use of templates with designs – consider using a format that best highlights your skill set
* Overall general lack of information; work experiences not described to bring out transferable skills
* 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.

**A Competitive Process**

Whether it is applying for a part-time job, an internship, or a postgraduate 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.

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**BRANDING STATEMENT**

Detail-oriented team player experienced in customer service 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 Systems.

**EDUCATION**

**Kentucky State University Frankfort, KY May 2023**

Bachelor of Arts in Psychology GPA: 3.0/4.0

**Franklin County High School Frankfort, KY May 2019**

Honors Diploma GPA: 3.8/4.0

**WORK EXPERIENCE**

**Kohl’s Department Store**  **Frankfort, KY November 2017- Present**

* Maintain department area and visual floor displays
* Greet customers and ascertain what each customer wants or needs
* Address customer complaints to create a positive shopping experience
* Compute sales prices, total purchases, and receive and process cash or credit payment
* Recommend, select, and help locate or obtain merchandise based on customer needs and desires

**Kroger Grocery Store**  **Lexington, KY May 2016 – November 2017**

* Stocked shelves, racks, cases, bins, and tables with new or transferred grocery items
* Answered customers' questions about merchandise and advised customers on merchandise selection
* Itemized and total customer merchandise selection at checkout counter, using cash register, and accepted cash or credit card for purchases

**VOLUNTEER EXPERIENCE**

**Salvation Army Donation Store Frankfort, KY November 2017- Present**

* Resolved routine customer complaints or problems regarding store or donations
* Processed customer purchases into P.O.S. system, average weekly profits of $2,000
* Opened and closed registers; verified and balanced all transactions entered in the registers
* Assisted in the answering of telephone calls and follow Salvation Army phone etiquette procedures

**Frankfort Regional Medical Center** **Frankfort, KY May 2017 – September 2017**

* Delivered messages to patients, reads to patients and assists with hospital discharges
* Folded linens, distributed filtered water, delivered flowers to patients, and assembled charts
* Completed clerical duties to include: faxing, filing, and answering and taking phone messages
* Assisted during mealtime preparations, admissions desk, information desk and in emergencies

**ACTIVITIES**

Women in Science and Technology March 2014 – May 2019

High School Tennis Team Member August 2014 - May 2019

High School Volleyball Team Member August 2014 - May 2019