



# CREATING A FIRST-YEAR RESUME

You're in your first year of college. Do you need a resume? Absolutely. A first-year resume can be used to apply for on-campus employment, scholarships, or a research position.

## HIGHLIGHT YOUR CURRENT EDUCATION.

Your major, the degree you're pursuing, and current coursework all paint a picture of you, your interests and planned career path—even if you're unsure of that path!

## GIVE EXAMPLES.

Show, don't just tell. Craft bulleted accomplishment summaries under each entry that give the reader a sense of how you used the skills you developed.

## FOCUS ON SKILLS.

In describing your experience, go beyond paid employment and include other experiences, including camps, volunteering and other activities, as well as knowledge of software like Microsoft Office or other tech credentials.

## MIND THE LENGTH.

Limit your first-year resume to one page.

### FRANCIS FIRSTYEAR

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**EDUCATION**

**B.A., Biology** | DePaul University 2022  
 Minor: Sociology | GPA: 3.75

**PROFESSIONAL EXPERIENCE**

**Education & Development Grant for Employability (EDGE) Student** 2019  
 DePaul University Career Center | Chicago, IL

- Collaborate with five team members and the DePaul Alumni Sharing Knowledge (ASK) program to coordinate and host networking events for students and alumni mentors
- Plan and participate in weekly project meetings in order to effectively organize events and reach project goals
- Promote Career Center and ASK programs to students in order to encourage student use of professional development resources
- Assist staff with job fairs serving over 1,000 students

**Desk Receptionist** | St. Monica Parish | Chicago, IL 2019

- Tasked to make graphics for offline and online layouts.
- Edited editorial photos for clients and magazines, and social media posts.

**VOLUNTEER EXPERIENCE**

**Youth Mentor** | Boston Refugee Youth Enrichment (BRYE) | MA 2019

- Mentor refugee youth age 6-12 on a variety of topics including adjustment to life in Dorchester, American culture, school, and socializing
- Collaborate with student leaders from Harvard University and the Boston Public Health Association to create an enriching mentorship program for BRYE mentees

**HONORS & AWARDS**

- National Honors Society Member
- National Resource Center's First-Year Student Award Recipient
- Phi Beta Kappa Leadership Award Recipient

**SKILLS**

• Proficient in Spanish	• Budget Planning	• Report Writing
• Writing/Editing	• Print Design	• Copyediting
• Photo Editing	• Project Management	• Web Design

**TECHNOLOGY**

- Adobe Creative Suites (Acrobat, Photoshop, InDesign, Illustrator)
- Social Media Tools (Snapchat, Instagram, Facebook)
- Data Collection Tools (Microsoft Excel, Google Sheets & Forms)



## HIGHLIGHT TRANSFERABLE SKILLS.

Transferable skills are skills you've developed in every position or activity. These include leadership, project management, teamwork and others you believe will be relevant to a resume reader.

# I HAVE A RESUME FROM HIGH SCHOOL. CAN I JUST USE THAT?

In a word, no. Your high school resume is a good place to start, but you'll want to tailor the approach to make it more effective for a college student. In your first year of college, it's fine to include experience from your high school years. As you progress in college, you'll phase these out in favor of other, more recent and relevant experience.

## ● *Brainstorm experiences, skills developed/demonstrated and accomplishments:*

What was the biggest class project you worked on in high school—or during your first year of college and what was your role?

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What was your biggest passion in high school and how did you spend your down time?

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Did you volunteer or participate in extracurriculars during high school? Describe your experience.

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What student organizations are you active in and what kinds of projects are you a part of?

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## ● *Use this formula to create an accomplishment statement:*

**CHOOSE AN ACTION VERB**

*(what you did)*

+

**GIVE AN EXAMPLE**

*(how you did it)*

+

**STATE THE OUTCOME**

*(the impact you had)*

## ● *Don't hesitate to seek help!*

The DePaul Career Center's advisors and drop-in advising services are great places to get guidance and support as you develop your resume. Our staff and Peer Career Coaches are eager to help!