**Freshman**

# General Grizzly

careerservices@ggc.edu ▪ 678-407-5702

Lawrenceville, GA 30043

[If you have a LinkedIn account include your link here. Visit Career Development and learn how to create one]

## Education

**Bachelor of Science, Georgia Gwinnett College, Lawrenceville, GA Expected May 20XX**

Major: Pre-Nursing

Recipient 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]

**Collins Hill High School, Suwanee GA** **May 20XX**

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 20XX –Present**

**Kohls Department Store, Lawrenceville, GA**

* 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 transition procedures

**Volunteer June 20XX– August 20XX**

**Suwanee Community Hospital, Suwanee, GA**

* Delivered messages and newspapers to patients with a smile to brighten the 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

**Collins Hill High School**

* Student Council President 20XX
* Future Business Leaders of America 20XX-20XX
* National Honor Society, Inductee Spring 20XX
* Tennis Team 20XX-20XX
* Team Captain 20XX, 20XX
* Single AA State Championship 20XX
* Marching Band, Drum Line 20XX-20XX

[Remember to remove high school information after freshman year. Get involved on campus in clubs and organizations.]