

Example of First Year Resume, includes highschool experience

Betty Bates

1234 Rainbow Road, Boston MA 30068

bbates@bates.edu | (212) 222-2222

EDUCATION

Bates College, Lewiston, Maine

Expected Graduation May 2027

Bachelor of Arts Major: Undeclared

- Relevant Coursework: Arts and Spirituality: Art Making and Aesthetic Experience as Conduits for Reflection and Connection (First Year Seminar), Sociology: Contemporary Social Problems: Sociological Perspectives, Politics: Gender, Power, and Politics, Elementary Spanish

The Young Women’s Leadership School, New York, NY

August 2019 - May 2023

Advanced Regents Diploma, GPA: 3.6/4.0

- Honors & Awards: Academic Excellence Award (2021 - 2023)

WORK EXPERIENCE

Tutor, New York, NY

May - August 2023

- Tutored elementary and middle school students in writing and mathematics virtually

The Young Women’s Leadership Network, Office Assistant, New York, NY

May - June 2021

- Scheduled appointments, uploaded and updated files onto Outlook's SharePoint
- Organized items and documents for network-wide virtual events

EXTRACURRICULAR ACTIVITIES

Bates College Women of Color Group, Member, Lewiston, ME

August 2023 - Present

- Women of Color addressing the issues of racism, sexism and other forms of systemic oppression in the lives of women of color and strives to celebrate the differences amongst women of color

Harlem Educational Activities Fund, Inc. (HEAF), Member, Boston, MA

October 2019 - Present

- Participate in youth development retreats, innovative elective classes, and college/career advising

Latinas on the Verge of Excellence, Member, New York, NY

May 2020 - August 2020

- Engaged in mentorship with a New York University student while discovering facts about the college application process, college social life, and time management strategies

Step Up Women’s Network, Member, New York, NY

September 2019 - February 2020

- Received tips on how to be empowered as a young woman by participating in thought provoking activities that encourage self-reflection

SKILLS

Technical: Microsoft Office, GSuite, social media

Languages: Beginner Spanish