

Jane S. Freshman

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OBJECTIVE

To obtain the Summer 2017 internship position with New Foundations Home for Children that will utilize my mediation and child development skills.

EDUCATION

Clemson University Clemson, SC
Bachelor of Science in Sociology May 2020

Minor in Business GPA: 3.26/4.00

LEADERSHIP EXPERIENCE

Lakeview High School Student Body Government Spartanburg, SC
President August 2015- May 2016

- Worked with student body and administrators to resolve campus issues
- Collaborated with school administrators to create a 2016 Class Memorial
- Gained managerial skills by supervising 3 other officers to ensure each position was handled with care

Lakeview High School Key Club Spartanburg, SC
President August 2014- May 2015

- Developed organizational skills by coordinating and planning meetings, special events, and volunteer projects
- Recorded attendance and kept track of expenditures

WORK EXPERIENCE

Bi-Lo Grocery Store Spartanburg, SC
Cashier July 2015-August 2016

- Handled monetary transactions and returns
- Provided excellent customer service by answering questions, assisting shoppers and handling complaints
- Trained 3 new employees on cash register and customer service procedures

VOLUNTEER EXPERIENCE

Oakwood Elementary School Spartanburg, SC
Tutor September 2014- May 2016

- Tutored 2 first grade students in Mathematics, Writing, and Reading
- Informed teachers on progress achieved by students

EXTRACURRICULAR ACTIVITIES

Clemson University Sociology Club September 2016-Present
Delta Alpha Sigma Sorority, Lambda Chapter August 2016-Present
Lakeview High School National Honor Society November 2014-May 2016
Lakeview High School Beta Club September 2013- May 2016
Lakeview High School Varsity Cheerleading August 2014-May 2016
Captain 2015-2016

HONORS/AWARDS

South Carolina Palmetto Fellows Scholarship, Recipient
Lakeview High School, Class of 2016 Valedictorian
South Carolina Girl's State
Lakeview High School, Most Likely to Succeed



THE FRESHMAN RESUME

1. Objective Statement

- A focused objective statement is not always necessary.
- Keep it to one direct, concise line.
- The name of the company, position, and skills and education set that you bring to the position should be included.

2. Education

- You should always write out, bold, and/or italicize the degree you are seeking. (Ex. *Bachelor of Science in Business*)
- A minor, emphasis, area of focus, or concentrations if applicable should also be listed.
- Include GPA if applicable and over a 3.0.
- Any scholarships should also be placed here.

3. Experience

- You can divide this section into categories such as Leadership, Work, and Relevant Experiences (related to the position you are applying for) etc.
- Think about past or current volunteer work, projects, positions, and descriptions of work you've done.
- When giving descriptions, use action verbs (see Verbs to Use in Your Resume) and be detailed (include skills you gained from your experiences or how you've used skills you already possessed).
- List descriptions with bullets and refrain from using paragraph forms.
- As you enter into your sophomore year, high school information (experiences, extracurricular activities, etc.) should be dropped.

4. Extracurricular Activities

- Think about high school and college organizational and athletic teams you were involved in.
- Include any special positions held.
- You can provide 1-2 bullets of any special projects or accomplishments you or your organization accomplished.

5. Honors/Awards

- Think about past honors/awards that you've received (academic, sports related, career related, character awards).
- If your honors/awards aren't nationally recognized, use a bullet to explain.



COMPETENCIES & YOUR RESUME OR CV

How can your resume or CV reflect the competencies employers are seeking?

Competency & Definition		Give specific examples & quantify where possible
<i>Consider printing a position description & circling the below words and synonyms that appear in it.</i> <i>Bullet points should reflect these words/synonyms.</i>		<i>Club / organization, internship, co-op, part or full-time job, assistantship, Creative Inquiry, research, study abroad, volunteering, special project, etc...</i>
Engagement	Communication Engaging in dialogue that leads to productive outcomes and points of connection by effectively articulating one's self to individuals within and outside of one's industry or area of expertise.	
	Collaboration Developing authentic and mutually beneficial relationships by valuing everyone and taking responsibility for one's role within a team.	
	Leadership Being able to recognize, respect, develop, and capitalize on the unique strengths of individuals from all backgrounds and being an active member in a group that achieves a shared vision.	
Innovation	Adaptability Taking the initiative to further enhance one's skill set and being creative with ways of thinking or approaches that allow for action, reflection, failure, and resilience in an ever-changing world.	
	Analytical Skills Seizing the opportunity for organizational improvement that prompts critical thinking and problem solving by obtaining, processing, and synthesizing information.	
	Technology Employing current and emerging software and tools to solve general and industry-specific challenges.	
Professionalism	Self-Awareness Understanding one's strengths, limitations, emotions, and biases in a variety of situations and articulating how one's interests, skills, and values align with educational and professional goals.	
	Integrity & Ethics Making choices and consistently acting in a manner that displays integrity (following internal principles, morals, and values) and ethics (following external laws, rules, and norms) in personal and professional settings.	
	Brand Demonstrating the continual development of a positive impression or image in every facet of life while seeking feedback from others to ensure congruence between one's intended and perceived reputation.	