

# Sample student job resume for a new student

*This is just to get you started! Your resume will change as you look for internships and other career opportunities in your field.  
For more info go to [careernetwork.msu.edu](http://careernetwork.msu.edu).*

## Sparty Spartan

CAMPUS: A111 Butterfield Hall, East Lansing, MI 48824

PERMANENT: 123 Main Street, Ishpeming, MI 49849

(906) 555-1234

[Sparty1@msu.edu](mailto:Sparty1@msu.edu)

## EDUCATION

**Bachelor of Arts, Communication** expected May 2017  
Michigan State University, East Lansing, MI

**High School Diploma** June 2013  
Westwood High School, Some City, MI

## EXPERIENCE

**Range Assistant** Summers 2011-2013  
Hills Golf Course, Ishpeming, MI

- Cleaned and stored golf equipment and carts
- Maintained course including range ball collection and cutting greens
- Assisted in setting up and running 8 golf tournaments each summer

**Crew Member** Sept. 2011-May 2012  
McDonalds, Marquette, MI

- Processed customer orders and cash register sales
- Received two awards for outstanding customer service
- Learned to use commercial kitchen equipment
- Assisted in food prep and restocking as needed

## HONORS & ACTIVITIES

- Westwood High School Varsity Soccer and Track, Marquette, MI
- All-County Science Fair medalist, Marquette County
- Volunteer, Humane Society, Marquette, MI
- Math and chemistry tutor, Marquette County ISD, MI

## SKILLS

- Microsoft Word and PowerPoint
- Type 50 wpm