

Student Name

233 Van Antwerp Hall • Marquette, MI 49855 • (906) 000-0000 • student@nmu.edu

OBJECTIVE

Insert desirable qualities (1-2) you personally possess here undergraduate student, seeking *insert job title here* position with *insert employer name or department here* to expand my connection to NMU's campus

EDUCATION

Northern Michigan University, Marquette, MI

August 2024 – Present

- Undeclared Major – First Year Student (*See "advanced resume" for alternate format.*)
- Awarded the Edgar L. Harden Memorial Scholarship

Escanaba Area High School, Escanaba, MI

June 2024

Diploma

- Grade Point Average: 3.0/4.0
- Honor Roll
- Student Government (*This could also be listed in a "Leadership" or "Involvements" section. Don't list twice.*)
- Varsity Athlete – Track and Field, Cross Country (*This could also be listed in "Athletic Involvements" section. Don't list twice.*)

COMPUTER SKILLS (or CERTIFICATIONS, etc.)

Experienced with Microsoft Office (Word, Excel), and Google Suite (AND/OR Zoom, Databases, POS, etc.)

WORK EXPERIENCE

Customer Service Associate

August 2022 – August 2024

T&T Hardware, Escanaba, MI

- Assisted 50+ customers with their purchases per shift
- Totaled up sales using POS (Point of Sale) system
- Maintained store cleanliness, ensuring aisles were neat and fully stocked

Crew Leader/Shift Supervisor

March 2020 – August 2022

McDonalds Restaurant, Escanaba, MI

- Part-time, worked full time during the summer months
- Supervised 5+ employees per shift
- Assisted in 15+ training new employees
- Received excellent performance reviews and two raises

INTERESTS

Eagle Scout; Extensive Travel; Able to Speak Basic Spanish; Available Immediately