SAMPLE LIMITED EXPERIENCE FIRST YEAR RESUME

Formatting: Font: Times New Roman; Font Size: title (18) and text (12); Margins: 1" all around

CARLOS BODEGA

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EDUCATION

Bachelor of Arts, Communication — Expected May 2024 — 2
George Mason University — Fairfax, VA
***NCAA track and field student athlete** — 2020 – Present

Advanced Diploma — June 2020 — 2
Broad Run High School — Ashburn, VA — 3

EXPERIENCE — 4

Volunteer Coach, Special Olympics Track and Field, Fairfax, Virginia, May 2017–June 2020

- Organized more than 100 track meets for Special Olympics athletes by scheduling meet times and individual heats, and securing locations for each event.
- Coached five athletes by planning practices and providing advice during track meets.

Lawn Care Specialist, Dream Lawns, Ashburn, Virginia, May 2017–July 2019

- Managed 25 residential and business accounts, ensuring customers' full satisfaction with service; advised customers on plant selection and care.
- Followed planned landscaping designs to determine where to lay sod, sow grass, or plant flowers and foliage.
- Cared for established lawns by mulching, aerating, weeding, grubbing, and removing thatch, and trimming and edging around flower beds, walks, and walls.

EXTRACURRICULAR ACTIVITIES

- Student Athlete, George Mason University Track and Field Team, August 2020–Present
- Member, Public Relations Student Society of America, August 2020–Present
- Captain, Broad Run High School Track and Field Team, August 2018–June 2020
- Student Member, Key Club, August 2017–June 2020

SKILLS

- Written and verbal fluency in Spanish
- Proficient in Microsoft Word, Excel, and PowerPoint
- Moderate proficiency in WordPress and Dreamweaver
- Type over 80 wpm — 5

1. List contact information vertically on the page to fill space if you do not have enough experiences or work history to fill a page.
2. For each degree include the month and year when the degree was awarded; include "Expected" for anticipated dates.
3. You may include your high school information until the end of your sophomore year of college, but remove it starting with your junior year.
4. State your experiences in phrases that begin with action verbs and show the scope and results of your activity.
   - Avoid passive phrases, such as "Responsible for," "Duties included," or "Assisted with."
   - Describe your most responsible functions first even if they occupied only a small percentage of your time.
5. To assess your typing speed use typingtest.com.