

## Islander Freshman

1234 Islander Lane  
Corpus Christi, Texas 78412  
361-xxx-xxxx  
ifreshman@islander.tamucc.edu

**Objective** To obtain the position of ID Assistant with the University Center.

### Education

Texas A&M University–Corpus Christi  
**Bachelor of Arts in Communication** Corpus Christi, TX  
Expected Grad: May 20xx

W.B. Ray High School  
GPA: 99.552 Corpus Christi, TX  
Graduated: May 20xx

### Courses

AP English 3& 4      AP Biology      AP Chemistry      AP World History

### Skills

Soft Skills: Public Speaking, Leadership, Teamwork, Communication  
Computer: Microsoft Office Word, Excel, PowerPoint, Photo Shop  
Web Design: HTML, JavaScript, Perl Cascade, Dream Weaver  
Languages: Fluent in English and Spanish, written and spoken

### Honors

Texas A&M-CC Honors Scholarship 20xx  
Laureate Program for the Gifted and Talented 20xx – 20xx  
Academic Honor Roll A-B 20xx – 20xx  
National Spanish Honor Society 20xx – 20xx  
J.C. Penney Customer Service Award 20xx – 20xx

### Experience

J.C. Penny Corpus Christi, Texas  
*Sales Associate: Young Men's Department* 20xx – 20xx

- Provided excellent customer service to daily to over 100 customers
- Assure customer satisfaction by resolving complaints courteously
- Constantly met and exceeded sales goals set by the manager
- Answer phones and relay correct message to the appropriate manager

Contractual Child Care Corpus Christi, Texas  
*Child Care Provider* 20xx – 20xx

- Responsible for transportation and of children from different locations in the city
- Tutored 5 children in elementary math, science and reading

### Activities

Corpus Christi Boys and Girls Club 20xx – 20xx  
Student Council 20xx – 20xx  
Class Council 20xx – 20xx  
Energy and Environment Committee, Chairperson 20xx – 20xx

*References available upon request*