

**Sample First Year Résumé**  
**Benjamin Bennington Bennington**

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<b>Education</b>	<b>Bennington College</b> , Bennington, VT BA expected May, 2017 Expected Concentration: Politics and Economics Relevant coursework: American Constitutional Law, Advanced Literary Composition
<b>Experience</b>	<b>Law Offices of Jones and Smith</b> , Manchester, VT Receptionist, June - August , 2012 <ul style="list-style-type: none"><li>• Answered phones and directed inquiries for 5 lawyers and 3 paralegals</li><li>• Drafted internal office memos distributed to all office personnel</li><li>• Reorganized filing system for greater efficiency and ease of use</li></ul> <b>Camp Oak Tree</b> , Springfield, MO Counselor, June - August 2010 - 2011 <ul style="list-style-type: none"><li>• Supervised 5 new counselors and assigned responsibilities</li><li>• Organized and led educational activities for up to 25 campers</li><li>• Communicated with campers' parents</li></ul>
<b>Activities</b>	<b>Student Government</b> , Springfield School Class Officer, Class of 2008, 2004 - 2008 <ul style="list-style-type: none"><li>• Led officer and class wide meetings</li><li>• Assisted with fundraising campaigns to raise over \$5000</li><li>• Planned, organized, and publicized school-wide charity events</li></ul> <b>Mock Trial Club</b> , Springfield School Student Lawyer, 2009 <ul style="list-style-type: none"><li>• Prepared a legal case with a team of student lawyers and witnesses</li><li>• Participated as a lawyer in simulated courtroom trials in state competitions</li></ul> <b>Varsity Softball</b> , Springfield School Captain, 2007 - 2009 <ul style="list-style-type: none"><li>• Committed over 15 hours a week to practice and competition during season</li><li>• Assisted in leading the team during practice</li><li>• Provided teammates with praise and constructive feedback</li></ul>
<b>Honors and Awards</b>	National Merit Scholar, 2008 Honor Roll, 2006-2008 Outstanding Student Leadership Award, 2008
<b>Skills</b>	Computer: Microsoft Office (Word, Excel)