

# Hire A. Freshman

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## Objective:

To obtain a position as a/an (*Job Title*) with (*Organization/Company*)

## Education:

Bachelor of Science in General Studies  
University of Idaho (UI) – Moscow, ID  
Expected May 20xx

High School Diploma  
Caldwell High School (CHS) – Caldwell, ID  
June 20xx, GPA: 3.60

## Projects:

“Looking Toward Our Future” Senior Project | CHS – Caldwell, ID Spring 20xx

- Developed and implemented a web-based survey to collect educational and post-graduation goals of 250 graduating seniors
- Analyzed data, created graphs with Excel, and prepared a final report
- Presented findings at the Hispanic Youth Summit

## Experience:

Crew Member | Arby’s – Caldwell, ID Summer 20xx

- Multitasked to provide friendly service to customers while handling orders and transactions
- Prepared equipment and inventory to ensure efficient daily operation
- Managed and recorded intake of freight deliveries

Secretary | Caldwell High School Student Body (CHSB) – Caldwell, ID Spring 20xx – Fall 20xx

- Recorded minutes at weekly meetings and published them on school Facebook page, maintaining a professional communication outlet with student body and parents
- Collaborated with fellow CHSB officers to organize multiple Fall events, with Homecoming drawing over 700 participants

Busser | Heavenly Breakfast – Meridian, ID Spring – Summer 20xx

- Maintained a friendly, welcoming, and sanitary dining area for guests
- Communicated with patrons, hosts, servers, and managers in a fast-paced environment to ensure smooth overall restaurant operations

## Computer Skills & Certifications:

Computer: Proficient in Microsoft Word, Excel, & PowerPoint

Certification: Idaho Food Handler’s Permit Expires 20xx

## Service & Activities:

Hall Representative | Housing & Residence Life, UI Fall 20xx – Present

Team Member | Basketball & Ultimate Frisbee, Intramural Sports, UI Fall 20xx – Present

Team Member | Varsity Basketball, Caldwell High School Fall 20xx – Spring 20xx

Volunteer | Natural Helpers, Caldwell High School Spring 20xx – Fall 20xx