Hire A. Freshman

(208) 885-xxxx hafresh@vandals.uidaho.edu 71011 Elmer Street, Moscow, ID 83843

Objective:

Summer office intern in Children's Western Clothing Store headquarters

Education:

Bachelor of General Studies High School Diploma

University of Idaho, Moscow, ID Caldwell High School, Caldwell, ID

Expected Graduation Date: May 20xx June 20xx

GPA: ___ out of 4.0 GPA: ___ out of 4.0

Course Highlights

Introduction to Psychology
Accounting Basics
The Business of Agriculture
Society and Natural Resources

Computer Skills:

Proficient in Excel, Word, PowerPoint, Twitter, Facebook; some database entry

Projects:

"Looking Toward our Future." (Senior Project, Caldwell High School) (Spring 20xx)

Surveyed educational goals of Caldwell High School seniors

Researched 5-year employment success of alumni who went to trade school vs. college

Developed and gave PowerPoint presentation on findings to Hispanic Youth Summit

Work Experience:

Morning Crew. Arby's, Caldwell, ID

(Summer 20xx)

Assisted in opening restaurant by stocking registers and food shelves

Received and stored freight daily

Rotated weekly between front counter and drive-through stations

Busser. Heavenly Breakfast, Meridian, ID

(Spring and Summer 20xx)

Set and cleared 10 tables per hour Served water to 40 diners per hour

Secretary. Caldwell High School Student Body (CHSB), Caldwell, ID

(Spring 20xx-Fall 20xx)

Took minutes at weekly meetings and published them on school

Facebook page

Organized fall school activities with 3 other CHSB officers including

Homecoming Dance and Walk-a-Pound-Puppy Week

Service/Activities:

Gault Hall, University of Idaho, assist with hall programs (20xx)

Basketball, Ultimate Frisbee, Intramural Sports, University of Idaho (20xx) Natural Helpers, Caldwell High School, listened confidentially to peers' concerns (20xx-20xx)

Fashion Show Fundraiser, Canyon County Cancer Awareness, assisted with recruiting high school models, filing, taking telephone messages, and

model finishing touches backstage

Varsity Basketball Point Guard, Caldwell High School (20xx-20xx)

Captain (20xx)



(20xx, 20xx)