

Brenda Freshman

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Formatting: Margins should be between .5-1” and font should be between 10-12 point.

Contact Information: Make sure your name is the most prominent piece of information on the document and that your e-mail address is professional.

EDUCATION

Saint Joseph’s University
Bachelor of Arts in Communication Studies

Philadelphia, PA
May 2023

Council Rock High School North
Diploma

Newtown, PA
June 2019

Education: For freshman, it is recommended to have your high school mentioned in this section. Spell out “Saint”; list your degree (“Bachelor” not “Bachelors”); Unsure of your degree? Check DegreeWorks. Include your graduation date vs. dates attended; List GPA if above 3.0.

HONORS AND AWARDS

- Academic Achievement Scholarship, Saint Joseph’s University
- Principal’s Award for Good Citizenship, Council Rock High School North
- Honors (2015-2019), Council Rock High School North

LEADERSHIP EXPERIENCE

Council Rock High School North
Section Leader

- Supervised a group of 8 student leaders who assisted incoming freshmen with their transition from middle school to high school, resulting in them feeling much more comfortable and confident

Newtown, PA
May 2017-June 2019

Council Rock High School North
Executive Board Member

- Planned, organized and led retreats for sophomores: created agendas, coordinated retreat times with teachers’ schedules and supervised daily activities

Newtown, PA
September 2016 – May 2018

Headings: Include organization name, location (city, state), your title, and dates. Use months and years for dates as opposed to semesters and make sure each section is in reverse chronological order by end date (work backwards with current positions at the top of each section). Be consistent with all spacing and formatting.

Quantify your responsibilities and accomplishments when possible.

ADDITIONAL EXPERIENCE

Twining Village Retirement Community
Server

- Deliver efficient and effective dinner service to elderly community members
- Communicate with residents consistently to ensure their satisfaction with the service they are receiving
- Coordinate with staff from various departments in order to be time efficient and highly organized with delivery of meals

Holland, PA
January 2016-Present

Achievement statements: follow this formula: strong action verb + task + result. Use present tense verbs for current experiences and past tense verbs for past experiences.

Sesame Place
Hostess

- Enforced rules, collected money, provided accurate till
- Assisted children of all ages through running assigned games and ensuring their safety
- Communicated with parents frequently regarding park questions and game directions

Langhorne, PA
June 2017-August 2017, June 2018-August 2018

When describing your experiences highlight your **transferable** skills vs. limiting content to the daily tasks you completed.

Saint Andrew’s Parish Preschool
Camp Counselor

- Led activities, such as crafts and educational projects, for preschool aged children

Newtown, PA
June 2016-August 2016

PUBLICATIONS

The Indianite (2017); Inside the Rock (2018)

Section headings should reflect the information in that section; tailor your sections to relate to the employer.