

Martin 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 Science in Business Administration
Major: Business Intelligence

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

Newtown, PA
May 2016-June 2019

- 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

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.

Council Rock High School North
Executive Board Member

Newtown, PA
September 2017 – May 2018

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

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

ADDITIONAL EXPERIENCE

Twining Village Retirement Community
Server

Holland, PA
January 2018-Present

- 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

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

Sesame Place
Hostess

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

- 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

Quantify your responsibilities and accomplishments when possible.

Pepsi Bottling Group
Product Selector

Harrisburg, PA
June 2016 - August 2016

- Picked and packaged product, loaded product on trucks
- Expanded understanding of distribution
- Repackaged product for resale, saving company over \$3000.00 per week

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

TECHNICAL SKILLS

Proficient knowledge of: computer hardware, Windows and Mac operating systems, Access, Sharepoint