

Frank Freshman¹

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Permanent Address:^{2a}

123 Main Street
Milwaukee, WI 53222

Current Address:^{2b}

625 Algoma Boulevard
North Scott, Room 100
Oshkosh, WI 54901

Education

University of Wisconsin Oshkosh
*Bachelor of Business Administration*³

Oshkosh, WI
Anticipated Graduation Date: June 2017⁴

Glenbrook South High School
Glenview, WI

Graduated: June 2012
Overall GPA: 3.7/4.0⁵

Work Experience

McDonalds
Production Crew

Milwaukee, WI
June 2010 – present^{6a}

- Achieve production requirements of up to 150^{8a} customers per hour
- Lead up to 4^{8b} crew members in absence of assistant manager
- Collaborate with up to 10^{8c} co-workers to produce individual products in under 2^{8d} minutes per item
- Demonstrate proper cooking and sanitary methods to new co-workers

Frank's Lawn Care Service
Self-Employed Lawn Care Specialist

Milwaukee, WI
May 2009 – present^{7b}

- Maintain up to 8^{8e} client's lawn trimming needs throughout the summer months
- Assist homeowners in pruning of bushes/trees, and dispose of debris with owner's vehicle
- Provide spring and fall yard clean-up as required, including weeding and leaf removal
- Apply fertilizer and weed control to 5^{8f} client's lawns with drop spreader and with liquid applicator 3^{8g} times each growing season

Activities

- Math Tutor – Glenview Elementary School April 2011 – June 2012^{7c}
- Member – Glenview High School Business Club March 2011 – June 2012^{7d}
- Captain – Varsity Football Team July 2010 – November 2011^{7e}
- Volunteer – Habitat for Humanity Summer 2009^{7f}
- Volunteer – Run for Alzheimer's Awareness June 2008^{7g}

1. Bold and increase the font size of your name so that it stands out
- 2 a-b. Consider listing both your permanent address as well as your current school address
3. It is essential to list the correct wording of your bachelor's degree
4. Since the exact date of your graduation is in the future, just use your best guess as to when you might be graduating (you can always change this date as your graduation grows closer)
5. Please remember to not only list your grade point average (GPA) but also the perfect GPA that it is out of as well (usually 4.0)
6. Prospective employers want to know how long you have worked at a location/participated in an activity, so list both the month and year that you began/ended your employment/activity (you may use a season "Summer" or a single month, if, for example, an event was a one time occurrence)
- 7a-7g. List your work experiences/activities in reverse chronological order (list current/most recent experience first)
- 8a-g. Whenever possible, try your best to "show" prospective employers, through the use of facts and figures, what you accomplished in your current/past positions

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