|  |
| --- |
| fIRST NAME LAST NAME  Address, City, State, & Zip Code · 10-digit Phone Number  Email |
| To replace this text with your own, highlight the text, and start typing. Use this space to briefly state your job objective. Be specific in relation to the job for which you are applying. |

# EDUCATION

|  |
| --- |
| EXPECTED COMPLETION month, yearCAREER TECH SCHOOL, CITY, STATE List your program name and the number of years or hours of training you will complete |
| EXPECTED GRADUATION month, yearHOME HIGH SCHOOL, CITY, STATE List relevant coursework |

# SKILLS/CREDENTIALS

|  |  |
| --- | --- |
| * List your skills or credentials that are relevant * List one of your skills or credentials * List one of your skills or credentials | * List one of your skills or credentials * List one of your skills or credentials * List one of your skills or credentials |

# wORK EXPERIENCE

|  |
| --- |
| dates from – tojob title, company, city, state Describe your responsibilities and achievements in terms of impact and results. Use examples. Use phrases rather than complete sentences. Keep it short. This should be your current position. |
| dates from - tojob title, company, city, state Describe your responsibilities and achievements in terms of impact and results. Use examples. Use phrases rather than complete sentences. Keep it short. This should be your next most recent position. |

# ACTIVITIES/VOLUNTEER EXPERIENCE

Use this section to highlight your relevant extracurricular activities and hobbies, especially those that show leadership, responsibility, and/or a desire to help others. Include volunteer experiences.

**REFERENCES**

Name, Job Title Name, Job Title Name, Job Title  
Address, City, State, & Zip Code Address, City, State, & Zip Code Address, City, State, & Zip Code  
Phone Number Phone Number Phone Number