City, State, Zip Code

Phone Number

Email address

**Education**

High School Name – School City, State; Projected graduation date

* Your GPA on a 4.0 scale
* AP/Honors Classes taken
* Career Technical Education Classes taken- Name of class; skills learned
* Elective classes taken- Name of classes; skills learned
* Awards/recognitions received

**Work Experience**

Company Name, Dates of Employment

* Job Title, description, responsibilities

Company Name, Dates of Employment

* Job Title, description, responsibilities

**Volunteer Experience**

* List volunteer work you have done, dates of volunteering
* List volunteer work you have done, dates of volunteering

**Activities**

* List sports, clubs, etc as well as dates of involvement
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**Skills**

* List computer, language or other personal skills here, things you enjoy doing
* List computer, language or other personal skills here, things you enjoy doing
* List computer, language or other personal skills here, things you enjoy doing

**Certifications**

* List Certification and expiration date
* List Certification and expiration date

**References**

* Name, how you know this person, their job title, phone, e-mail
* Name, how you know this person, their job title, phone, e-mail