

[Your Name]

[Street Address], [City, ST ZIP Code]•[phone]

[e-mail]

Objective

[Describe your career goal or ideal job.]

Education

[Dates of attendance] Francis Scott Key High School Union Bridge, MD

High School Diploma, June _____

- Completer or Major (if applicable)

Coursework: (List related coursework here)

Academic Awards/Achievements: List any academic awards or achievements such as i.e. Honor Roll, National Honor Society, MVP, etc.

Experience

[Dates of employment] Organization Name [City, ST]

[Job Title]

- [Job responsibility/achievement]
- [Job responsibility/achievement]
- [Job responsibility/achievement]

[Dates of employment] Organization Name [City, ST]

[Job Title]

- [Job responsibility/achievement]
- [Job responsibility/achievement]
- [Job responsibility/achievement]

Computer Skills

- List your computer skills here

Involvement/Activities

- Activity/Dates
- Activity/Dates
- Activity/Dates