

Student Name (First and Last)

Street Address / City, State, Zip Code

Phone number (include area code) / professional email address

Objective: Write a statement of your goals for employment (example - To obtain a position in the educational field that will enable me to use my strong organizational skills, award-winning educational background, and ability to work well with people.)

Education:

- **Sending High School** Expected Graduation Date: Month/Year
 - Address of school

- **EASTERN Center for Arts and Technology** Expected Graduation Date: Month/Year
 - 3075 Terwood Road, Willow Grove, PA 19090
 - **Write Name of Program You are Enrolled In**

Work Experience:

- **Name of Place you have Worked** Dates of Employment: (Month/Year)
Address of Business
 - Job Title/ Job Position
 - Task/duties of job
 - Task/duties of job
 - Task/duties of job

Certifications/Awards:

- Name of Certification Date Obtained (Month/Year)
 - Brief description of what the certification is

Skills:

- Technical Skill
- Technical Skill
- Technical Skill
- Soft Skill
- Soft Skill
- Soft Skill

Activities/Community Service:

- Name of place you volunteered Dates of Service: (Month/Year)
 - Brief description of volunteer work

References: Available upon request