

Full Name
Street Address
Town, State Zip Code
Phone Number
Email address

Career Objective: To obtain a position as a(n)...

Education: Sending School Name
Street Address
Town, State Zip Code
Expected Graduation: June 2023

Western Montgomery Career & Technology Center
77 Graterford Road
Limerick, PA 19468
Expected Completion: June 2023

Specialized Course of Study:
Full Name of Shop
One year of intensive training in the areas of:
List competencies learned.

Work Experience: Name of Company Town, PA
Your job title Month/Year – Present
Describe your duties and responsibilities.

Name of Company Town, PA
Your job title Month/Year – Month/Year
Describe your duties and responsibilities.

Accomplishments: List honors, awards, and certificates from 9th grade-Present.

Activities: List clubs, memberships, interests, hobbies and activities.

References:

Shop Teacher	Employer Name
Job Title	Job Title
School Name	School Name
Street Address	Street Address
Town, State, Zip Code	Town, State, Zip Code
Phone Number	Phone Number
Email Address	Email Address

