Your Name

|  |  |
| --- | --- |
| Your Street Address  City, State Zip | (402) 123-4567 youremail@yahoo.com |

### EDUCATION

Name of High School  
City, State   
Projected Graduation, Month (spelled out) Year

### EXPERIENCE

From – To (include month and year started – month and year ended)

Company Name  
***Position***   
City, State

***If any part of the resume does not apply you must delete the entire section of text. Including this box!***

* What is one of your main job duties?
* What is one of your main job duties?
* What is one of your main job duties.?

From – To (include month and year started – month and year ended)

Company Name  
***Position***   
City, State

* What is one of your main job duties?
* What is one of your main job duties?
* What is one of your main job duties?

### AWARDS AND CERTIFICATES

Award/Certificate 1

Award/Certificate 1

Award/Certificate 1

### ACTIVITIES

Activity 1

Activity 2

Activity 3

### SKILLS AND ABILITIES

Skill 1

Skill 2

Skill 3

Your Name

|  |  |
| --- | --- |
| Your Street Address  City, State Zip | (402) 123-4567 youremail@yahoo.com |

### REFERENCES

Reference #1

Position/Relationship

Company (if you know it)

Street Address

City, State Zip

Phone number (including area code)

Email

Reference #2

Position/Relationship

Company (if you know it)

Street Address

City, State Zip

Phone number (including area code)

Email

Reference #3

Position/Relationship

Company (if you know it)

Street Address

City, State Zip

Phone number (including area code)

Email