**Your Name**

* Email Address ● Street Address ● City, State Zip ● Phone Number

Objective:

 To obtain a post-secondary placement in either college or the career force.

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Education and Certification:

 **School Attended** Location (City, State)

*Degree/Certification* Year

GPA: 3.0+

Professional Experience (Your intended career):

 **Employer (Place of Employment) #1** Location (City, State)

*Job Title* Year

* Detailed and concise description of duty #1
* Detailed and concise description of duty #2
* Detailed and concise description of duty #3

Work Experience (Any job you have had):

 **Employer (Place of Employment)** Location (City, State)

*Job Title* Year

* Detailed and concise description of duty #1
* Detailed and concise description of duty #2
* Detailed and concise description of duty #3

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Awards and Accomplishments:

**Award or Accomplishment Title** Year

* Brief description

**Award or Accomplishment Title** Year

* Brief description

**Award or Accomplishment Title** Year

* Brief description

References:

**Reference Name #1,** *Job Title*

* Address
* Phone number

**Reference Name #2,** *Job Title*

* Address
* Phone number

**Reference Name #3,** *Job Title*

* Address
* Phone number