
OBJECTIVE

type of job are you looking for, and why?

SKILLS PROFILE (**IDENTIFY SOME OF YOUR PERSONAL AND ACADEMIC STRENGTHS**)

??????? Good team player

??????? Good people skills

??????? Fast typist

??????? Good organization skills

EMPLOYMENT HISTORY

Name of JOB TITLE/INTERNSHIP

Year/month

NAME OF COMPANY/ORGANIZATION

CITY, STATE

List all duties and responsibilities

???????

?? ?????

SPECIAL AWARDS, POSITIONS, OUTSTANDING ACHIEVEMENT

- ? List all awards received (and dates)
 - ? List any school leadership positions
 - ? List any community leadership positions
 - ? List any academic/athletic awards and recognitions
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REFERENCES

Name
Position
Relationship to you
Contact Information