

Name

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Street Address, City, State, Zip

H: Home Phone

C: Cell Phone

E-mail Address

### OBJECTIVE

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To obtain apposition that will utilize my education and experience.

### EDUCATION

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School Name

Type of School

GPA: enter GPA/scale

Courses: List relevant courses

Activities: List School and extracurricular activities

### HONORS AND AWARDS

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- List honors and awards

### WORK EXPERIENCE

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Business Name

City, State

Position held

Dates worked (Month/Year – Month/Year)

- List specific job responsibilities

Business Name

City, State

Position held

Dates worked (Month/Year – Month/Year)

- List specific job responsibilities

Business Name

City, State

Position held

Dates worked (Month/Year – Month/Year)

- List specific job responsibilities

### SKILLS

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- List specific computer and functional skills

### REFERENCES

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- Reference Name, Street Address, City, State, Zip. Phone Number  
Job Title, Business Name, City, State, Zip. Phone Number
- Reference Name, Street Address, City, State, Zip. Phone Number  
Job Title, Business Name, City, State, Zip. Phone Number