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| --- | --- | --- |
| Name:  Address:  Telephone:  E-mail: |  |  |

\*insert photo above\*

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| Objective (Why you want to find work) |
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| Education (list all schools attended when you were old enough to work-focus on classes that are relevant to area you wish to work in) |
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| Work/Volunteer Experience |
| Job Title: Starting Year to Present/Final Year  Address of Workplace:  Duties: (remember to begin these descriptions with action verbs \*see list from handout)        Job Title: Starting Year to Present/Final Year  Address of Workplace:  Duties: |
| Job Title: Starting Year to Present/Final Year  Address of Workplace:  Duties:        Job Title: Starting Year to Present/Final Year  Address of Workplace:  Duties: |
|  |
|  |
| References  Name:  Position:  Company:  Address:  Phone:  Email: |
| Name:  Position:  Company:  Address:  Phone:  Email: |
| Name:  Position:  Company:  Address:  Phone:  Email: |
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