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

 \*insert photo above\*

|  |
| --- |
| Objective (Why you want to find work) |
|   |

|  |
| --- |
| 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) |
|  |

|  |
| --- |
| Work/Volunteer Experience |
| Job Title: Starting Year to Present/Final YearAddress of Workplace:Duties: (remember to begin these descriptions with action verbs \*see list from handout)*
*
*

Job Title: Starting Year to Present/Final YearAddress of Workplace:Duties: *
*
*
 |
| Job Title: Starting Year to Present/Final YearAddress of Workplace: Duties: *
*
*

Job Title: Starting Year to Present/Final YearAddress of Workplace:Duties: *
*
*
 |
|  |
|  |
| ReferencesName:Position:Company:Address:Phone:Email: |
| Name:Position:Company:Address:Phone:Email: |
| Name:Position:Company:Address:Phone:Email: |
|  |