Your Name

Street Address, City, State, Zip Code

Phone Number

Email:

Objective

Type career objective here.

Education

**High School Name** – City, State & Phone  
Date of Graduation: Type Month & Year

**Bay-Arenac ISD Career Center** – Bay City, MI, 989-686-4770  
Program of Study: Type Program Name Here

Date of Completion: Type Month & Year

Work Experience

**Company Name**, Address, City, State, Phone  
Dates of Employment: Month& Year – Month & Year

* Job Title, description, responsibilities

Memberships & Achievements

* Type Memberships Here
* List academic and other achievements

Community Service

* Name of Organization, Duties Performed
* Name of Organization, Duties Performed

Skills

Microsoft Word Oil Changes Propagation

Lesson Planning Computer Networking Computerized Cash Register

Microsoft PowerPoint Blueprint Reading 3-D Drawings

References

* Name of Reference, Job Title or Acquaintance, Phone
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