FIRST & lAST nAME

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| 1234 Easy St | Beloit, WI 53511 email@email.com (xxx)xxx-xxxx | |
| eDUCATIONelective Courses | Beloit Memorial High School  Anticipated graduation: June 20\_\_  GPA \_.\_ *(only include if 3.0 or greater)*  AP courses  Specialized courses (welding, childcare, foreign language, etc.) |
| certifications | *Remove if this does not apply*  Examples: Lifeguard, CPR/First Aid, Childcare, MOS Certification, etc. |
| achievements & extracurriculars | Club participation  Sports  National Honor Society  Student Council  JROTC  Boy Scouts/Girl Scouts |
| skills & Abilities | *Include skills that will be important to have in the career you chose*  Multi-tasking  Organization  Meeting deadlines  Proficiency with Microsoft Office Suite |
| work experience | JOB TITLE 1, COMPANY NAMEDates From – To  * Responsibility 1 * Responsibility 2 * Responsibility 3 |
| Volunteer Experience | beloit Domestic Violence Shelter May 2019  Sorted donations from the community for disbursement to victims  **HABITAT FOR HUMANITY**  June 2016  Mission trip to build homes in Louisiana |