FIRST & lAST nAME

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| 1234 Easy St | Beloit, WI 53511email@email.com(xxx)xxx-xxxx |
| eDUCATIONelective Courses | Beloit Memorial High SchoolAnticipated graduation: June 20\_\_GPA \_.\_ *(only include if 3.0 or greater)*AP coursesSpecialized 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 participationSportsNational Honor SocietyStudent CouncilJROTCBoy Scouts/Girl Scouts |
| skills & Abilities | *Include skills that will be important to have in the career you chose*Multi-taskingOrganizationMeeting deadlinesProficiency with Microsoft Office Suite |
| work experience | JOB TITLE 1, COMPANY NAMEDates From – To* Responsibility 1
* Responsibility 2
* Responsibility 3
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| Volunteer Experience | beloit Domestic Violence ShelterMay 2019Sorted donations from the community for disbursement to victims**HABITAT FOR HUMANITY**June 2016Mission trip to build homes in Louisiana |