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| --- | --- | --- | --- |
| First Name Last Name | | |  | | --- | | 1234 Easy St.  Beloit, WI 53511  [email@email.com](mailto:email@email.com)  (xxx)xxx-xxxx | |
| Education  Beloit Memorial High School  Anticipated graduation: June 20\_\_  GPA \_.\_ *(only include if 3.0 or greater)* | **Elective Courses**  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  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, Company Name**  Dates 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 | | |