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| First NameLast Name |

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| 1234 Easy St.Beloit, WI 53511email@email.com(xxx)xxx-xxxx |

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| EducationBeloit Memorial High SchoolAnticipated graduation: June 20\_\_GPA \_.\_ *(only include if 3.0 or greater)* | **Elective Courses**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 CouncilBoy 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, Company Name**Dates From – To* Responsibility 1
* Responsibility 2
* Responsibility 3
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| **Volunteer Experience****Beloit Domestic Violence Shelter**May 2019Sorted donations from the community for disbursement to victims |