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| --- |
| First Name last name  1234 Easy St. Beloit, WI 53511 | (xxx)xxx-xxxx | [email@email.com](mailto:email@email.com) |

# EDUCATION

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| beloit memorial High SchoolAnticipated graduation: June 20\_\_ GPA \_.\_ (only include if 3.0 or greater)  Elective Courses: AP courses, specialized courses (welding, childcare, foreign language, etc. |

# CERTIFICATIONS

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| *Remove if this does not apply*  Examples: Lifeguard, CPR/First Aid, Childcare, MOS Certification, etc. |

# ACHEVEMENTS & EXTRACURRICULARS

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| Club participation  Sports  National Honor Society  Student Council  JROTC  Boy Scouts/Girl Scouts |

# SKILLS & ABILITIES

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| *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

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| **JOB TITLE, COMPANY NAME**  Dates From – To   * Responsibility 1 * Responsibility 2 * Responsibility 3 |

# volunteer EXPERIENCE

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| beloit Domestic Violence Shelter May 2019  Sorted donations from the community for disbursement to victims |