[ **FIRST NAME** ] [ **LAST NAME** ]

[ ADDRESS ]

[ CITY ], [ STATE ] [ ZIP ]

[ EMAIL ]

[ PHONE ]

**OBJECTIVE/RESUME PROFILE**

[ BRIEFLY SUMMARIZE HOW YOUR QUALIFICATIONS MATCH YOUR CAREER OBJECTIVE ]

**EDUCATION**

Completed [ NUMBER ] years at [ HIGH SCHOOL ].

Graduation date: [ DATE ].

[ OTHER DETAILS OF NOTE ]

**EXPERIENCE**

[ TITLE/ROLE ], [ LOCATION ]

* [ **DATE RANGE** ]. [ DUTIES ]
* [ **DATE RANGE** ]. [ DUTIES ]

[ TITLE/ROLE ], [ LOCATION ]

* [ **DATE RANGE** ]. [ DUTIES ]
* [ **DATE RANGE** ]. [ DUTIES ]

**RELEVANT HIGH SCHOOL STUDIES**

[ LIST OF CLASSES AND/OR SKILLS ]

**HONORS, AWARDS, AND MEMBERSHIPS**

* [ **HONOR/AWARD/ORGANIZATION** ]

[ DESCRIPTION ]

* [ **HONOR/AWARD/ORGANIZATION** ]

[ DESCRIPTION ]

* [ **HONOR/AWARD/ORGANIZATION** ]

[ DESCRIPTION ]