

## **Name**

Street Address, City, State Zip • Phone Number • Email

**Objective:** Insert here

## **SUMMARY**

- Short, concise points
- Highlight your background
- Highlight your experience
- 4-5 bullet points are sufficient
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## **WORK EXPERIENCE**

Job Title, where you worked, Dates

- Highlight specific experience you've had
- Identify any unique skills you gained at this job

Insert another job here, location, dates

- Follow format above on all jobs
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Insert another job here, location, dates

- Follow format above
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## **VOLUNTEER EXPERIENCE**

Location, Date(s)

- Highlight the work you did as a volunteer
- State a unique contribution you added to the agency

## **EDUCATION**

Name of High School, Graduation Date

- Identify any highlights of your high school academic experience (courses, GPA, honors or awards)
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