**Your Name**

**[Street Address] [City], [State] [Postal Code] Phone: [Your Phone] E-Mail: [Your E-Mail]**

# Objective

To obtain a position in \*\*\*\*\*\*\*\*\* utilizing my current training and experience.

# Education

## \*\*\*\*\*\* High School

Course of Study: Academics — Diploma: June 20\*\*

## Western Montgomery Career and Technology Center

Course of Study: \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* — Certificate of Completion: June 20\*\*

# Experience

## Example: NAPA Auto Parts, Downingtown, PA July 2015 - Present

Customer Service

* Assisting customers with purchases.
* Researching and ordering materials.
* Organizing and maintaining inventory

## Name of Business, City, Zip Start Date – End Date or Present

Name of Position Held

* Name a responsibility.
* Name a responsibility.
* Name a responsibility.

# Certifications

* Example: OSHA
* Example: SP2
* Example: First Aid/CPR
* Example: ServSafe

# Honors / Awards

* Example: Perfect Attendance (1st Quarter 2015)
* Example: Honor Roll (List Years)
* Example: Student of the Quarter (1st Quarter 2015)

# Activities / Membership

* Skills USA Member (List Years)
* Sports (List Years)
* Clubs (List Years)

# Community Service Experiences

* Example: Eagle Scout (List project)
* Example: Good Works, November 2015:
* Example: Car Show 2017

# References

Available Upon Request