**Full Name**

**Street Address**

**Town, State Zip Code**

**Phone Number**

**Email address**

**Career Objective**: To obtain a position as a(n)…

**Education:** Sending School Name

Street Address

Town, State Zip Code

Expected Graduation: June 2023

Western Montgomery Career & Technology Center

77 Graterford Road

Limerick, PA 19468

Expected Completion: June 2023

Specialized Course of Study:

Full Name of Shop

One year of intensive training in the areas of:

List competencies learned.

**Work Experience**: Name of Company Town, PA

Your job title Month/Year – Present

Describe your duties and responsibilities.

Name of Company Town, PA

Your job title Month/Year – Month/Year

Describe your duties and responsibilities.

**Accomplishments**: List honors, awards, and certificates from 9th grade-Present.

**Activities:** List clubs, memberships, interests, hobbies and activities.

**References:**

| Shop Teacher | Employer Name |
| --- | --- |
| Job Title | Job Title |
| School Name | School Name |
| Street Address | Street Address |
| Town, State, Zip Code | Town, State, Zip Code |
| Phone Number | Phone Number |
| Email Address | Email Address |