**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 |