

Your Name
Your Address
Your e-mail address
Your phone number

Education

Riverton High School
Graduation Date: May 22, 2005
Grade Point Average:
(only include in 3.0 or better)
Class Rank:

Work Experience

Dates of employment	Name of Business	Address of Business
Your job title		
Your specific duties		

Example

6/2003 to Present	The Bull	Riverton, WY
<i>Waitress</i>		
<ul style="list-style-type: none">▪ Served meals to customers▪ Bussed tables▪ Seated customers		

Volunteer Experience

Date of Experience	Name of organization,	activity or group	Type of service provided (This can include both in school and out of school activities such as FHA, church activities, sport camps, county fair, fund raisers i.e. Relay for Life, officiating at or coaching youth activities, etc)
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Awards and Honors

This includes in and out of school items.

Special Skills and Talents

Examples: ten-key proficient, filing, Excel proficient, welding, art, music, power tools, etc

Interests and Activities

This tells a little more about you that may not be included in the items above