**Your Name**

**Address City, State ZIP Phone Email**

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**Objective**

To obtain a position in the field of \_\_\_\_\_\_\_ with opportunity to advance.

**Education**

**\_\_\_\_\_\_\_\_\_\_ High School (Town), WV**

* Diploma May 2018

**Randolph Technical Center Elkins, WV**

* Completer Certificate in \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Special Training**

* List any other credentials: Firefighter, CPR, etc.
* Delete this section if you have nothing to add!

**Experience**

**Simulated Workplace:**

Company Name Randolph Technical Center Dates of employment

* Job responsibility/achievement

**Summer Job: Title**

Company Name City State Dates of employment

* Job responsibility/achievement

**After School Job: Title**

Company Name City State Dates of employment

* Job responsibility/achievement

**Significant Volunteer Work**

Company Name City State Dates of volunteering

* Job responsibility/achievement

**Skills/Credentials/Tools/Technology**

Copies of certificates earned: OSHA, Tooling U; NCCER, Adobe; Microsoft, NOCTI etc**.**

|  |  |  |
| --- | --- | --- |
| **Skillset 1** description |   **Skillset 2**   description |   **Skillset 3**  description    |

**Activities/Leadership/Honors**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Skills USA | HOSA | FBLA | National Technical Honor Society Scouts Church | Other  |

**References**

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name  |  Company  |  Phone |  Email |
| Full Name  |  Company  |  Phone |  Email |
| Full Name  |  Company  |  Phone |  Email |
|   |   |   |   |