**Name**

Address 1

City, State Zip

Cell phone: (000) 000-000

XX@gmail.com

**EDUCATION**

Baraboo High School, 1201 Draper St. Baraboo, WI

Expected Graduation Date: May 29, 2020

**WORK EXPERIENCE**

* Company Name, Job Title XX to Present
  + If you are currently employed, all items here should be present tense
  + Use action terms
  + Highlight skills learned or demonstrated that would be assets to future employers
  + When in doubt, google how to describe the job, but DO NOT PLAGIARIZE
* Company Name, Job Title XX to June, 2017
  + If you are not currently employed, use past tense here
  + Adhered to pertinent health codes and safety rules
* Company Name, Job Title XX to XX
  + Responsibilities
  + Skills

**EXTRACURRICULAR ACTIVITIES or VOLUNTEER EXPERIENCE** (Choose one heading for each section)

* Key Club, member 2015 - 2019
  + Give one line about what was gained from the club that would be valuable to a potential employer
  + Note which years you participated in the organization
  + Volunteered at community events such as food drive
* Link Crew, Treasurer 2017 - 2019
  + Mentored freshman in their first year of high school
  + Managed funds, budgeting, and fundraising.
* School Newspaper, Head Editor 2018 - 2019
  + Met deadlines with quality writing
  + Managed student schedules to effectively staff the paper

**SKILLS, AWARDS, or COURSES RELEVANT to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** (Insert your intended career)

* JAVA (Specify any computer skills beyond Google Suite) [Tips on which computer skills to include](https://www.monster.com/career-advice/article/computer-skills-resume)
* High level in comprehension and understanding of Spanish
  + Spanish classes from middle school until the end of high school

**REFERENCES** (Include two or three people who know you well). (NOTE: ASK you references first IN PERSON if they would be willing to be a reference for you. After you confirm in person, you can e-mail specifics later. DO NOT ask a family member or family friend.)

Name, Relationship, Company, Address, City, WI Zip (000) 000-0000; e-mail

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