**This is a sample. Please use this one and make it fit your skills and experience.**

Your full name

Street Address

City, State, Zip Code

Email Address

**OBJECTIVE**

Entry-level position with a local company that offers room for advancement

**EDUCATION**

Auburn Riverside High School, Auburn, WA

Graduation expected June **YOU FILL IN YEAR**

*Relevant Courses*

* Computer Systems Engineering
* Electronics 1 through 4
* Trigonometry
* Advanced Weight Lifting

**SKILLS & ABILITIES**

*Computer Skills*

* Windows XP
* Word
* PowerPoint
* Publisher
* Excel
* Troubleshooting software problems

*Personal Skills*

* Leadership: Captain of football team and recruiter of underclassmen
* Encouragement: Help keep young students to stay in school
* People skills: Get along well with people of all ages, races, and creeds
* Tenacity: Ability to keep a job for nearly two years at Wendy’s while staying in school and participating in sports

**WORK EXPERIENCE**

* 2008 Wendy’s at 902 Supermall Way
  + Duties included cashiering, stocking, customer service, food preparation

**REFERENCES**

Mrs. Geri Rohlff Mr. Frank Medina Mr. David Goethals

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