Your Name

Street Address

 City, State Zip Code

Phone Number

Email address

Objective

To obtain an entry level position for part-time employment.

Education

High School Name – School City, State

Dates of attendance

Work Experience

Company Name, Dates of Employment

* Job Title; description and responsibilities

Company Name, Dates of Employment

* Job Title; description and responsibilities

Achievements

* List academic and other achievements

Activities

* List volunteer experience, sports, clubs, etc as well as dates of involvement, if applicable
* List volunteer experience, sports, clubs, etc as well as dates of involvement, if applicable

Skills

* List computer, language or other personal skills here
* List computer, language or other personal skills here

References

Good Reference #1 Good Reference #2

123 Any Road 456 Any Road

Any City, State 12345 Any City, State 12345

304-555-1212 814-555-5656