

Name
email
phone number

OBJECTIVE – To expand my knowledge, skills and abilities.

EXPERIENCE –

Job Title Name of Company, Name of Supervisor, phone number and/or email address
Date you started and Date you ended
Duties – Use some verbs in this section used in the job advertisement or that you researched online

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EDUCATION –

Seward High School Grade 9, 10, 11 or 12 Name of your advisor, Advisor
Other high school and same information if all of your high school years were not in Seward

COMMUNITY SERVICE –

Volunteer position title Name or location where you served, Name of Supervisor, phone number and/or email address. (These can be your school volunteering project, serving on Parks & Rec events, church service, animal shelter, tutor or mentor. List all of them separately just like under Experience.)
Date you started and date you ended

SCHOOL ACTIVITIES and/or AWARDS–

Sports	Name & Years played	Coach's name
Clubs	Name & Years served	Advisor's name
Award	Name & Year awarded	

REFERENCES

First and Last Name Phone Number email (do not list people listed above or family)
(At least 2 references)

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