|  |  |
| --- | --- |
| Your Name | horizontal line  123 Your Street  Your City, ST 12345  (740) 555-5555  no\_reply@example.com |
| **ㅡ** Skills | horizontal line   * List some of your strengths and/or employability skills on this list * You could put reliable, critical thinker, team player, communication skills, leadership skills, creativity, etc. * Be sure to list any technology skills that you have |
| **ㅡ** Experience | horizontal line Company Name / Job TitleMONTH 20XX - PRESENT, LOCATION Describe your responsibilities and achievements in terms of impact and results. Use examples, but keep it short. Try to use bullet points. If you’ve had limited or no work experience, you can list volunteer experiences here or projects that you’ve worked on with your parents. Company Name / Job TitleMONTH 20XX - MONTH 20XX, LOCATION Describe your responsibilities and achievements in terms of impact and results. Use examples, but keep it short. |
| **ㅡ** Education | horizontal line Bloom-Carroll High School / HS DiplomaClass of 20XX, Carroll, Ohio  * State your GPA here * List any interesting and/or important classes that you took * List any AP, CCP, or Honors classes that you took * List any awards/honors that you received  College that you plan to go to / Degree you hope to attainAnticipated Graduation Date,, LOCATION **List any special certifications that you have or are working towards**: e.g. HVAC certification, Realtor’s License, etc. |
| **ㅡ** Activities | horizontal line   * List any clubs * Sports * Church activities * Hobbies * Mention if you’ve had a leadership role in any of these |