(Name)

(Street Address, City, State, Zip Code)

(Phone Number), (E-mail)

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| **Objective** |
| To obtain an entry level position (specify field). |

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| **Education** |
| **Bridgerland Applied Technology College (Dates of Attendance) Logan, Utah*** (Include Degree received or program attending and expected completion date

**Mt. Crest High School (Dates of Attendance) Hyrum, Utah*** (Graduation May 20\_\_)
* (GPA if above 3.0)
* (List Courses related to the job being applied for)
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| **Work Experience** |
| **(Place of Work) (Dates of Employment) (City, State)***Job Title* * (Describe work responsibilities using active language)
* (Example: Operate cash register and maintain correct cash amount in drawer.)

**(Place of Work) (Dates of Employment) (City, State)***Job Title* * (Example: Assisted in training 3 new employees during a 2-week period.)
* (Example: Responsible for planting, maintaining, and harvesting 500 acres of hay.)
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| **Skills** |
| * (Write one line statements that clearly describes how you used or developed this skill.)
* (Skills can include knowledge of software, foreign languages, leadership, teamwork, etc.)
* (Example: Proficient with all Microsoft programs and Adobe packages.)
* (Developed good communication skills through participation in extra-curricular activities.)
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| **Activities & Awards** |
| * (List Honors, awards, activities, and volunteer work that relate to the position)
* (Participated in the Family, Career, and Community Leaders of America (FCCLA) club as a member in a chapter of 32 students.)
* (Motivated 11 basketball team members from my position as the team captain.)
* (Received Mt. Crest High School Student of the Month Award in May 2010)

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| **References** |
| *References Available Upon Request* |