

Sample Resume

Joe Fox

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Objective:

A career in _____ to utilize my exceptional skills in the area of _____, coupled with my _____.

Summary of Qualifications:

- List three power skills that qualify you for the job
- List three power skills that qualify you for the job
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Education:

Silverton High School September 20XX – Present Silverton, OR

Expected Date of Graduation: June 20XX

Related Coursework Includes: List classes that further qualify you for the job, certificates or endorsements earned, GPA, AP/College Level classes, etc...

Work Experience:

State Job Title Month 20XX – Month 20XX City, State

State Name of Company/Institution/Affiliation, Employers Name

- List skills/duties/responsibilities
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- List skills/duties/responsibilities

REPEAT FOR ALL OTHER EXPERIENCES

School and Community Involvement:

- List activity, awards earned, skills obtained, dates of accomplishment
- List activity, awards earned, skills obtained, dates of accomplishment
- List activity, awards earned, skills obtained, dates of accomplishment

References:

Name	Name	Name
Professional Relationship to You	Professional Relationship to You	Prof. Rel. to You
Address	Address	Address
City, State Zip	City, State Zip	City, State Zip
Phone Number	Phone Number	Phone Number
Email Address	Email Address	Email Address