

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
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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