Street Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City, State, Zip Code\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

First Name, Last Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**OBJECTIVE-**  *Write your overall work objective here*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SKILLS & ABILITIES**-*List all skills and assets here*

**EXPERIENCE-** *List all work, community service and volunteer work here*

 JOB TITLE, COMPANY NAME

 DATE TO-FROM

 This is the place for a brief summary of your key responsibilities

 JOB TITLE, COMPANY NAME

 DATE TO-FROM

 This is the place for a brief summary of your key responsibilities

**EDUCATION *ASU PREPARATORY ACADEMY 735 E. FILMORE, PHOENIX, AZ 85006***

 *You will want to list your GPA and current classes taken here. You should include Cambridge Courses and College Prep Courses in your description.*

**EXTRACURRICULAR ACTIVITIES** *–List all of your clubs and organizations here*

**HONORS & AWARDS** *– List any academic honors or awards that you have received here. You may include things that were awarded to you outside of school. Not all of you will have this category.*

**COMPUTER SKILLS** *– List all computer programs and software that you know how to use here.*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EXCELLENT REFERENCES AVAILABLE UPON REQUEST**