

Full Name

Address line 1

Address Line 2

Phone Number

Email

Summary:

Driven high-school student with an exceptional (insert adjective) and (insert adjective). Eager to join (insert company name) as a (insert position title).

Education:

Home School District (Replace with home district name)

Graduation Date:

Parkway West Career and Technology Center

Career Major: (insert Parkway West CTC Career Major)

Awards/Certifications:

- (add any relevant honors, certifications and awards in bullet point format)

Work Experience:

- **(Year range ex. 2020-2021) Name of Company**
 - Employment Duties (each duty separated by bullet points)

Volunteer Experience:

- **(Insert Month & Year) Insert Name of Volunteer Organization (keep in bold)**
 - Insert Volunteer Duties as separate bullet points

References:

1.) Name:

Phone Number:

Email:

2.) Name:

Phone Number:

Email:

3.) Name:

Phone Number:

Email: