# Your Name

Address, City, State, Zip Code Phone Number: Email:

## Objective

Type career objective here.

## Education

**School Name** – School City, State  
Phone:

Graduation Date: Type Date Here (Spell Out Month)

**Bay-Arenac ISD Career Center** – Bay City, MI  
Phone:

Program Area: Type Name of Program Here  
Date of Completion: Type Date Here (Spell out Month)

## Special Skills

Type Skills Here

Oil Changes

Microsoft Word

Dent Removal

Asepsis

Patient Transfers

Constructing Walls

Computerized Cash Register

Range of Motion

Knife Skills

Lesson Plan Development

## Experience

**Company Name**, City, State  
Phone:   
Dates of Employment: Type Dates Here (Spell out Month)

* Job description, responsibilities and accomplishments

## Memberships & Achievements

* Type Memberships Here
* Type any awards here or accomplishments
* Ex. Student of the Month, October 2011, Building Trades Program

## Community Service

* Type Community Service Here
* 4th, 8th & 10th Grade Career Exploration Day Volunteer

## References

* Type Name, Where They Work or How You Know, Phone Number
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