Your Name

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

Objective

Type objective here.

Education

School Name – City, State

Phone:

Graduation Date: Type Date Here

Bay-Arenac ISD Career Center – Bay City, MI

Phone:

Program Area: Type Name of Program Here

Date of Completion: Type Date Here

Graduation Date: Type Date Here 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

**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

References

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