

Name

Street address

City, CA zip

phone

email

Summary of Qualifications (these are your highlights, what make you the best choice. Example below)

Dedicated... Passionate... Team Player... Adaptable... Collaborative... Innovative... Reflective...

Education (if you go to college, trade school, JC or any other training it goes Before VM)

Diploma

expected 6/2020

Vista Murrieta High School

Murrieta, CA

Professional Experience

Job Title (most recent first)

month, year – present (if still working or month, year if finished)

Company

location

Describe the company in one sentence

- Achievement (be specific)
- Achievement
- Responsibility
- Responsibility

Job Title

month, year – month, year

Company

location

Describe the company in one sentence

- Achievement (be specific)
- Achievement
- Responsibility
- Responsibility

Related Experience

Job Title (Volunteer)

month, year – month, year

Company (or team)

location

Describe the company in one sentence

- Achievement (be specific)
- Achievement
- Responsibility
- Responsibility

Technology Skills (list technology you know well)

Microsoft Office products... Adobe Suite... (Anything relative to the job you want)

References

Available upon request

Name

Street address

City, CA zip

phone

email

Professional References

Full Name

Phone number

Email address

Number of years known

A brief sentence describing the capacity you knew this person. For example, Mrs. Gildersleeve was my high school math teacher during my junior and senior year.

Full Name

Phone number

Email address

Number of years known

A brief sentence describing the capacity you knew this person. For example, Mrs. Gildersleeve was my high school math teacher during my junior and senior year.

Full Name

Phone number

Email address

Number of years known

A brief sentence describing the capacity you knew this person. For example, Mrs. Gildersleeve was my high school math teacher during my junior and senior year.