NAME

ADDRESS

PHONE # ∙ Professional Email Address

**EDUCATION:**

**C.K. McClatchy High School Expected Graduation Date: June 2019**

3066 Freeport Blvd

Sacramento, California 95818

**QUALIFICATIONS:**

* Leadership
* Ability to work in a team
* Communication skills (written and verbal)
* Problem-solving skills
* Strong work ethic
* Initiative
* Analytical/quantitative skills
* Flexibility/adaptability
* Technical skills
* Interpersonal skills (relates well to others)

**WORK EXPERIENCE:**

Name of Place – Title/ Position Dates: Jun 2018 – Sept 2018

* Tasks (ex. Organized supply room, filed paperwork, answered phones, took messages.)
* More Tasks
* More Tasks….

Name of Place – Title/ Position Dates: Jun 2018 – Sept 2018

* Tasks (ex. Organized supply room, filed paperwork, answered phones, took messages.)
* More Tasks
* More Tasks….

**VOLUNTEER EXPERIENCE:**

Name of Place – Title/ Position Dates: Jun 2018 – Sept 2018

* Tasks (ex. Organized supply room, filed paperwork, answered phones, took messages.)
* More Tasks
* More Tasks….

**REFERENCES:**

Name of Person

Relationship to Person

Phone Number

Email Address

Name of Person

Relationship to Person

Phone Number

Email Address

Name of Person

Relationship to Person

Phone Number

Email Address