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|  | FIRST AND LAST NAME  [Street Address, City State ZIP Code]  |  [Email]  |  [Telephone] |
| Objective | WHAT ARE SEEKING TO DO? JOB? SCHOOL? YOUR FUTURE PLAN GOES HERE |
| Skills & Abilities | WHAT ARE SPECIAL ABILITIES YOU HAVE? COMMUNICATION? WRITING? ADVANCED AT MATH/SCIENCE? ATHLETICS? WHAT SETS YOU APART FROM OTHERS? |
| Experience | **ANY WORK OR VOLUNTEER EXPERIENCE YOU HAVE DONE. YOU MAY EVEN INCLUDE WHAT YOU HAVE BEEN RESPONSIBLE FOR AROUND THE HOUSE, NEIGHBORHOOD, SCHOOL OR VOLUNTEER ACTIVITIES IN WHICH YOU DID WORK** |
| Education | **ANY ADVANCED CLASSES AND GPA/GRADES? CLASSES OUTSIDE OF THE DAILY SCHOOL SETTING?** |
| Communication | TECHNOLOGY ABILITIES |
| Leadership | WHAT HAVE YOU DONE TO HELP OTHERS? |
| References  * GENERALLY 1 PAGE * ERROR FREE * CONTINUE TO ADD/AMEND * READ, REVIEW,RE-READ * ANY PERSON NAMED MUST BE CONTACTED * **GOAL**: SET YOURSELF APART FROM YOUR COLLEAGUES * **GOAL**: YOUR ABILITIES, LEADERSHIP, AND EDUCATION IS WHAT SETS YOU APART | **PEOPLE WHO WILL WRITE POSITIVE COMMENTS ABOUT YOU** NOT FAMILY |