YOUR NAME

Address

City, State Zip Code

Phone Number E-mail

EDUCATION

* **Lakeland High School** Lakeland, FL

Expected Graduation May 2017

WORK EXPERIENCE

* **Date – Date**

**Place of Employment** City, State

Job Title: Actions/Responsibilities

VOLUNTEER EXPERIENCE

(same format as work experience)

SKILLS, PROFICIENCIES, AND AWARDS

* Languages you speak
* Computer programs you use well
* Special talents you have
* Athletic/Academic/Artistic/Attendance/Service Awards

REFERENCES

* **Name**

Job Position Business City, State

Contact Info