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| --- | --- |
| YOUR FIRST AND LAST NAME | |
| Street Address  City, State and Zip Code | |
| Phone 304-123-4567 | |
| Email Address | |
| OBJECTIVE | The objective is the goal, or the specific type of job for which you are applying. Using the sample below as a model, create an objective applicable to your situation.  To obtain an entry-level position as an Automotive Technician in a progressive auto repair facility, diagnosing and repairing engine problems while providing exceptional customer service |
| EDUCATION | **Roane-Jackson Technical Center** Leroy, WV August 2018 – Present   * Obtaining Automotive Technology Certification * SkillsUSA Member * Simulated Workplace (replace, remove, or include title such as “Foreman” if applicable)   **Your High School** School location, WV August 2016 – Present   * Obtaining High School Diploma * 2.5 GPA Your *cumulative* GPA may be included here, should you choose to share it. |
| EXPERIENCE | **Roane-Jackson Technical Center** Leroy, WV August 2018 – Present  *Name of your Program*   * Program skill #1 * Program skill #2 * Program skill #3 * Program skill #4 * Continue listing skills learned in your program as appropriate   Business Name City/area where you’ve worked, WV February 2016 – Present  *Job Title*   * Job duty #1 * Job duty #2 * Job duty #4 * Continue listing job duties as appropriate for your position |
| ACHIEVEMENTS | List your awards/honors, team/club memberships, offices held, certifications, conferences/camps attended, competitions, community service activities, etc.   * RJTC Student of the Month * OSHA-10 Certified * First Aid and CPR Certified * Ripley High School Student Body President 2023-2024 |

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| Email Address | |
| REFERENCES | Replace each of these headings with the requested information. Delete any you don’t need.  **Reference One’s Name**  Title  Company Name  Street Address  City, state and zip code  Phone  Email |
| Reference Two’s Name  Title  Company Name  Street Address  City, state and zip code  Phone  Email |
| Reference Three’s Name  Title  Company Name  Street Address  City, state and zip code  Phone  Email |
| You are required to have only three references. Simply delete this fourth reference section, unless you have an extra reference to add.  Reference Four’s Name  Title  Company Name  Street Address  City, state and zip code  Phone  Email |