**Your Name**

**Address City, State ZIP**

**Phone**

**Email**

**Objective**

To obtain a position in the field of \_\_\_\_\_\_\_ with opportunity to advance.

**Education**

**Elkins High School (Town), WV**

* Diploma May 2017

**Randolph Technical Center Elkins, WV**

* Completer Certificate in \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Experience**

**Simulated Workplace:**

Company Name Randolph Technical Center Dates of employment

* Job responsibility/achievement

**Summer Job: Title**

Company Name City State Dates of employment

* Job responsibility/achievement

**After School Job: Title**

Company Name City State Dates of employment

* Job responsibility/achievement

**Significant Volunteer Work**

Company Name City State Dates of volunteering

* Job responsibility/achievement

**Skills/Credentials/Tools/Technology**

Copies of certificates earned: OSHA, Tooling U; NCCER, Adobe; Microsoft, etc**.**

**Activities/Leadership/Honors**

**References**

**Full Name**

Company Name

Address

Phone

Email

**Reka Rowan**

Randolph Technical Center

200 Kennedy Drive, Elkins, WV 26278

304-636-9195 Ex.113

rcrowan@k12.wv.us

**Full Name**

Company Name

Address

Phone

Email