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| --- |
| YOUR FIRST AND LAST NAME |
| Street AddressCity, 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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| YOUR FIRST AND LAST NAME |
| Street AddressCity, State and Zip Code |
|  Phone 304-123-4567 |
| Email Address |
| REFERENCES | Replace each of these headings with the requested information. Delete any you don’t need.**Reference One’s Name** TitleCompany NameStreet AddressCity, state and zip codePhone Email |
| Reference Two’s NameTitleCompany NameStreet AddressCity, state and zip codePhoneEmail |
| Reference Three’s NameTitleCompany NameStreet AddressCity, state and zip codePhoneEmail |
| 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 NameTitleCompany NameStreet AddressCity, state and zip codePhoneEmail  |