**First Name Last Name**

**E-mail Address** – **Phone Number - Home Address**

**CAREER OBJECTIVE**

To find a job that allows me to use my communication skills, knowledge in science, and so on…

**EDUCATION**

Date High School, Tallahassee, FL, GPA

* Courses you may have focused on: DCT

Date Dual Enrollment at XYZ University

* Courses you were Dual Enrolled in

Date Online course work through Virtual School

* Online coursework

Date Certifications you may have

Date Educational Accomplishments During School – Deans List so on…

**PRACTICAL EXPERIENCE**

Date **Job 1 , Location**

*Position Title*

* Bullet Points explaining your job duties

Date **Job 2 , Location**

*Position Title*

* Bullet Points explaining your job duties

**VOLUNTEER EXPERIENCE**

Date **Volunteer 1, Location**

*Position Title*

* Bullet Points explaining your job duties

Date **Volunteer 2, Location**

*Position Title*

* Bullet Points explaining your job duties

**SCHOOL ACTIVITIES**

* + - Activity 1, Dates of Participation, Position held if any
    - Activity 2, Dates of Participation, Position held if any

**APPLICABLE SKILLS**

* Any skills you have developed through work and school