

Your Name

Address City, State ZIP Phone Email

Objective

Part-time position detailing cars for growing local car dealership.

Education

High School

- course of study
- special projects

Community College

- courses taken

Special training

- Red Cross CPR class
- babysitting certification

Experience

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

Skillset 1

- description
- description

Skillset 2

- description
- description