

YOUR FULL NAME HERE

1001 SE 135th Ave · Portland, Oregon 97233
503-555-1213 · lastnamefirstnamexx@studentddouglas.k12.or.us.

Objective

Type in your job objective here. It should be clearly stated and include these: the specific job, the market/industry if known, and the Career Learning Area.

Education

David Douglas High School - Portland, Oregon

Graduation Date: June xxxx

Sophomore Standing

Overall GPA (ONLY INCLUDE THIS IF YOUR GPA IS OVER 3.0)

Honor Roll Fall 2009 (UPDATE THIS OR DELETE AS APPLICABLE)

Advanced Biology, Honors Algebra, Advanced English, Advanced Global Studies (INCLUDE ONLY ADVANCED CLASSES AND CLASSES THAT SPECIFICALLY RELATE TO YOUR JOB)

Work Experience

The job you did, The Name of the Company, City, State

Summer 2009

- Type what you did at your job – this could be a task or responsibility.
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- Type what you did at your job – this could be a task or responsibility.

Secretary, David Douglas High School Student Body,

Fall 2009-Present

- Type what you did at your job – this could be a task or responsibility.
- Type what you did at your job – this could be a task or responsibility.
- Type what you did at your job – this could be a task or responsibility.

Teacher's Aide, David Douglas High School,

2008-2009

- Type what you did at your job – this could be a task or responsibility.
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- Type what you did at your job – this could be a task or responsibility.

Skills

Computer Knowledge (this is an example – type your own skill, refer to your Skills Assessment Handout

- State how you demonstrated your ability to perform this skill in business language starting with an action verb. Do not use “I” statements.
- Etiam cursus suscipit enim. Nulla facilisi.

Experience with Children (this is an example - put your own skill)

- Duis massa sapien, luctus sed, eleifend quis, semper a, ante.
- Etiam cursus suscipit enim. Nulla facilisi.

Your Third Skill (Put in your final skill here)

- Duis massa sapien, luctus sed, eleifend quis, semper a, ante.
- Etiam cursus suscipit enim. Nulla facilisi.
- Integer eleifend diam eu diam. Nam hendrerit. Nunc id nisi.

