

Name

Address | Cell: | Email: (make sure to make into live link)

Objective: To pursue _____ ie: an internship opportunity, ____ job, etc.

Summary of Qualifications: (List skills - can choose from MA Work-Based Learning Plan, as employers value those skills) Line up carrots/bullet points

- | | | |
|---------|---------|---------|
| ➤ Skill | ➤ Skill | ➤ Skill |
| ➤ Skill | ➤ Skill | ➤ Skill |
| ➤ Skill | ➤ Skill | ➤ Skill |

Work Experience:

Business, Address, City, State ZipCode

Date - Date / Present

- Description of responsibilities; data to support job proficiency (ie: increased production/sales by ____%)

Education and Training:

- **Weymouth High School**, 1 Wildcat Way, Weymouth, MA 02190 *Year of Graduation or Expected Graduation June Year*
 - Weymouth High School Senior Project; “Name of Project”, Description of Real World Application
- Example: OSHA Certified *Date*
- Example: CPR Certified *Date*

Extra-Curricular / Community Service:

- Clubs **(Brief summary)**
- Organizations (ie: National Honor Society) **(Brief summary)**
- Athletics
- Community Service **(list organizations)**

Awards:

References available upon request **OR** include references with submission

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REFERENCES

Name

Position / Affiliation

Phone:

Email:

Name

Position / Affiliation

Phone:

Email:

Name

Position / Affiliation

Phone:

Email:

NOTE: ALWAYS, ALWAYS, ALWAYS REQUEST PERMISSION TO USE SOMEONE AS A REFERENCE!