Your Name

15 Any Street

City, NY zip code

914-123-4567

appropriateemail@emailaddress.com

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**Objective**: To obtain an entry level position in the [type your trade here] field

**Education**: **Your High School**

 City, NY

 Graduation Date:

 **The Tech Center at Putnam/Northern Westchester BOCES**

 Yorktown Heights, NY

 Enrolled Program: [type your program name here]

 Graduation Date:

**Skills**: Ability to work both independently and on team projects

 Add another interpersonal skill here

**Work Experience**:

***Job Title***

Name of Company (date of employment, eg. June 2005 – Present)

 City, State

* Job responsibilities – QUANTIFY
* Job responsibilities - QUANTIFY

**Related Experience**:

 **Internship (date)**

 City, State

* responsibilities

**Academic Awards:**

**Advanced Academic Courses:**

**Leadership Positions:**

**Community Service:**

**Computer Skills:**

**Athletics:**

**Extra-Curricular Activities:**

**References**: Available Upon Request