Your Name

15 Any Street

City, NY zip code

914-123-4567

[appropriateemail@emailaddress.com](mailto:appropriateemail@emailaddress.com)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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