

# Insert Name

Address ♦ City, State Zip ♦ Phone number ♦ email address

## Skills & Abilities

- ♦ Project Management
- ♦ Report Preparation
- ♦ Written Correspondence
- ♦ General Office Skills
- ♦ Computer Savvy
- ♦ Customer Service
- ♦ Scheduling
- ♦ Marketing & Sales
- ♦ Insurance Billing
- ♦ Accounting/Bookkeeping
- ♦ Front-Office Operations
- ♦ Professional Presentations

## Education

**LAKE CAREER & TECHNICAL CENTER** – City, State

Dates of Attendance

- ♦ Classes Taken
- ♦ Classes Taken

**HIGH SCHOOL NAME** – City, State

Dates of Attendance

- ♦ Anticipated Graduation May \_\_\_\_\_

GPA: 4.0 (If 3.0+)

## Work Experience

**NAME OF BUSINESS** – City, State

Dates of Employment

Supervisor:

Job Title: List Job Duties here

**NAME OF BUSINESS** – City, State

Dates of Employment

Supervisor:

Job Title: List Job Duties here

## Activities and Awards

- ♦ Project Management
- ♦ Report Preparation
- ♦ Written Correspondence
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- ♦ Computer Savvy
- ♦ Customer Service
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# Name

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## References

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NAME, TITLE  
BUSINESS NAME  
ADDRESS  
CITY, STATE ZIP  
TELEPHONE  
EMAIL

NAME, TITLE  
BUSINESS NAME  
ADDRESS  
CITY, STATE ZIP  
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