**Name**

**Street Address**

**City, State zip**

**Phone number**

**e-mail**

**CAREER OBJECTIVE:**

To obtain a position in Electrical Systems that will allow me to use my training and further develop my skills.

High School

Street Address

City, State Zip

Graduation Date: June 2015

Harkness Career and Technical Center

99 Aero Drive

Cheektowaga, NY 14225

Major: Electrical Systems

Completion Date: June 2015

**INTERNSHIP:** Name of Business

(dates) City, State, Zip

Duties while interning

**WORK EXPERIENCE:**

(month/year-month/year) (Name of Business)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(City, State, Zip)

Position:

Responsibilities:

**VOLUNTEER EXPERIENCE:** (most recent first)

\_\_\_\_\_\_- \_\_\_\_\_\_ (Name of Business)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(month/year-month/year) (City, State Zip)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Responsibilities:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_-\_\_\_\_\_\_ (Name of Business)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(month/year-month/year) City, State Zip)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Responsibilities:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EXTRACURRICULAR ACTIVITIES: (** most recent first, all school clubs, sports, community activities, etc)

(Years) \_\_\_\_\_\_-\_\_\_\_\_\_ (Activity)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Years) \_\_\_\_\_\_-\_\_\_\_\_\_ (Activity)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Years) \_\_\_\_\_\_-\_\_\_\_\_\_ (Activity)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**AWARDS: (** most recent first)

Year, Name of Award, Place

(example: 2013, Most Improved Player, Varsity Football, Akron High School)

**SKILLS**: (specific to career/job setting)