

# Your Name

Address City, State ZIP Phone Email

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## Objective

Part-time position detailing cars for growing local car dealership.

## Education

### High School

- course of study
- special projects

### Community College

- courses taken

### Special training

- Red Cross CPR class
- babysitting certification

## Experience

### Summer Job Title

Company Name City State Dates of employment

- Job responsibility/achievement

### After School Job Title

Company Name City State Dates of employment

- Job responsibility/achievement

### Significant Volunteer Work

Company Name City State Dates of volunteering

- Job responsibility/achievement

## Skills

### Skillset 1

- description
- description

### Skillset 2

- description
- description