

# FIRST AND LAST NAME

## Contact

Address  
City, State, Zip Code  
Cell Phone Number  
Email

## Objective

Seeking an entry level position within a dynamic workplace that will enhance my professional skills.

## Education

High School/College  
City, State  
Grad Year or Expected Grad  
Major if Applicable

## Experience

*Date*  
Description

*Date*  
Description

*Date*  
Description

Duties/Responsibilities

## Key Skills

Microsoft Office  
Fluent in English/Spanish  
Great Team Worker  
Able to Adapt Easily  
Adaptable/Flexible

## Hobbies and Interests

List

## References

Available upon request.