

Your Name
Your Street Address
Columbia, SC 292??
(803) ???-????
e-mail address

EDUCATION

200? to present ?? High School, Columbia, SC
High School Diploma, (May 200?)

200? to 200? School Name, City, State
Type of Certificate/Diploma/Achievement

200? to 200? Middle School Name, City, State
Certificate of Promotion, (May 200?)

WORK EXPERIENCE

200? to present Name of Business/Company
Street Address, Columbia, SC 292??
Responsibilities: ??

200? to 200? Name of Business/Company
Street Address, Columbia, SC 292??
Responsibilities: ??

WORK SKILLS

- | | | |
|---------|---------|---------|
| ▪ Skill | ▪ Skill | ▪ Skill |
| ▪ Skill | ▪ Skill | ▪ Skill |

OTHER ACTIVITIES AND AWARDS

- | | | |
|------------------|------------------|------------------|
| ▪ Activity/Award | ▪ Activity/Award | ▪ Activity/Award |
| ▪ Activity/Award | ▪ Activity/Award | ▪ Activity/Award |