**Your Name**

Your Street Address

Bonduel, WI 54107

youremail@bonduel.k12.wi.us

(715) 853-0000

**Objective**

To obtain a position as an administrative assistant (Put the name of the job you are applying for here. This should be a job you could do right out of high school because your interview is taking place in February.)

**Education**

Bonduel High School Bonduel, WI

* Will graduate in May 2020
* Add GPA if you want

**Work Experience**

Put the name of the job here City, WI Dates

* skills here
* start all words in bulleted list with the same type of word like all verbs (see below)

Birch Hill Care Center Shawano, WI 2018-Present

* Assisted residents with daily activities
* Learned valuable social and caring skills
* Organized social activities for residents and families

**Classes Taken (or make a Skills category and list specific skills like MIG welding)**

* Keyboarding
* Accounting
* Marketing
* Business Law

**Activities**

* Future Business Leaders of America
  + President 2018-19
  + State qualifier 2017
* Band
* Volleyball
  + Varsity letter winner 2017, 2018
* Bonduel 4-H Club
  + Treasurer 2015-2017
* St. Paul Youth Group
  + 100 hours of community service
  + Youth softball team captain

**Your Name**

Your Street Address

Bonduel, WI 54107

youremail@bonduel.k12.wi.us

(715) 853-0000

**References**

Mr. Allen Frederickson

Owner, Frederickson Law

6289 Main Street

Shawano, WI 54166

(715) 526-0000

Mrs. Mary Jones

Business Education Teacher

Bonduel High School

400 W. Green Bay Street

Bonduel, WI 54107

(715) 758-4850

Rev. Noah Luther

Pastor, First Evangelical Christian Church

1177 River Road

Bonduel, WI 54107

(715) 758-0000

(NOTE: References should NOT be relatives or peers/friends; use employers, adults you worked with when you volunteered, adult neighbors, people from church, club leaders, etc.)