

## RESOURCES

### Activity 1

#### Sample Resume Template

## John Q. Doe

123 Maverick Drive • Milford, MI 48381

(123) 456-7890 • johndoe@gmail.com

## SKILLS

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- Skill 1
- Skill 2
- Skill 3
- Skill 4
- Skill 5
- Skill 6

## EDUCATION

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**Your High School**, City, State

High School Diploma – expected June 2017

Relevant Courses: Business Management Technology I, Marketing I, etc. (list classes related to the position you are seeking)

## EXTRACURRICULAR ACTIVITIES

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- Varsity Ice Hockey – Your High School (2014–2016)
- JV Lacrosse – Your High School (2015)

## HONORS AND AWARDS

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- Varsity Letter – Milford Something (2016)
- MHS Citizenship Award (2016)

## WORK EXPERIENCE

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**BUSINESS NAME** – City, State

4/2015–Present

Position:

Responsibilities:

**BUSINESS NAME** – City, State

1/2013–3/2015

Position:

Responsibilities:

## VOLUNTEER EXPERIENCE

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**CENTRAL COLLEGIATE HOCKEY ASSOCIATION (CCHA)**

3/2015

Volunteer for Hockey is Fun Clinic

## REFERENCES

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AVAILABLE UPON REQUEST

# John Q. Doe

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## REFERENCE LIST

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Betty Smith  
Business/Marketing Teacher  
Your High School  
(123) 456-7890  
betty.smith@hvs.org

Jason Kanaan  
Owner  
Some Business  
(123) 456-7890  
jdk@somebusiness.com

Jeff Williams  
Head Coach  
Rochester United Varsity Hockey Team  
(123) 456-7890  
jwcoach@hotmail.com