**Objective**

Pursue a career in the xxx field.

**Education**

Northwest Technology Center – Alva, OK 2023 - Present

* Program Name

Northwestern Oklahoma State University – Alva, OK Year – Year???

Alva High School – Alva, OK Year - Present

**Organizations and Activities**

Organization Year – Present

Organization Year - Year

Activity Year – Present

**Honors and Achievements**

Honor Year

Honor Year

Honor Year

**Community Service**

Activity Year

Examples may include the following:

Oklahoma Blood Institute Blood Drive Donor, Stamp Out Starvation Volunteer, Assisted with Little Olympics, Toys 4 Tots Donor each listed on separate line

**Work Experience**

Company- City, OKYear – Present

*Job Title*

* Job duty – start with verb
* Job duty
* Job duty

Company- Alva, OKYear – Year

*Job Title*

* Job duty
* Job duty
* Job duty

**Certifications/Licenses**

Certification Name Date

Certification Name Date

ACT WorkKeys National Career Readiness Certificate 2023

CPR 2021

**Skills**

Example…

Create presentations using MS PowerPoint and/or Google Slides

Utilize Google Classroom to view and submit assignments and communicate with instructor

Create documents using MS Word and Google Docs

**Name**

Address • Alva, OK 73717 • 580-430-0000

Email address

**References**

Name, Job Title

Company

Email

Phone Number

Name, Job Title

Company

Email

Phone Number

Name, Job Title

Company

Email

Phone Number