**First Name Last Name**

**This resume format**

**is** for **students who**

**have work experience**

**1414 College Bound Drive**

**Louisville, Kentucky 40215**

**502-386-0100**

**super[student@gmail.com](mailto:student@gmail.com)**

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**Job Objective:** To apply for part time work in child care, customer service,

food service, retail, or the hotel industry

**Career Objective:** To complete the Law and Government magnet at Central High School; apply for admission to Eastern Kentucky University to major in Criminal Justice

**Job Experience ACLU – American Civil Liberty Union** June 2014- to present

Input of data on spreadsheets

Worked with public as receptionists; answered phone

Filing of paperwork, research for attorneys

**Journeys**  Jan. 2013 – May, 2014

Stocking of merchandise

Operate cash register and price clothing

**Taco Bell**  Aug. 2012 – April, 2014

Food Preparation

Cashier

**Skills:** Good communication skills

Good problem solving skills

Good computer skills

**Education:** Central High School – Graduate, June, 2017

**Activities:** Kentucky Youth Advocates – Freshman and Sophomore Years

Junior and Senior Class Officer – Central High

Central High Stingettes- Three Years

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## Volunteer Work ACLU Volunteer Work

**References:** References Furnished Upon Request