

# Your Name

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Your Address  
Covington, Georgia 30014  
Your CELL Number  
Your Email Address

## **Objective**

To obtain an entry level employment position that will allow me to utilize my knowledge and skills to assist others.

## **Skills**

Proficient in Microsoft Office Suite Products:

Word  
PowerPoint  
Publisher

Time Management Skills  
Leadership Skills

## **Activities**

Business Pathway Completer, Eastside High School, May 2023  
FBLA (Future Business Leaders of America), Eastside High School, August 2021 to Present  
Eastside Girls Soccer Team- 2020, 2021, 2022  
March of Dimes Volunteer- Summer 2021, Summer 2022  
Eastside High School Honor Roll- 2020, 2021, 2022  
Porterdale Elementary School Volunteer- April 2020

## **Experience**

**Burger King** (April 2023 to Present)  
Crew member, maintenance, front counter, cashier

**Conyers, Georgia**

**YMCA** (June - August 2023)  
Teacher Assistant/Volunteer for youth summer program

**Covington, Georgia**

## **Education and Training**

**Eastside High School**  
Projected Graduation: June 2025

**Covington, Georgia**

## **References**

Available upon request