**First and Last Name**

<Add Email Address> | (000) 000-0000 | <City, State, & Zip Code>

<add LinkedIn or portfolio page with student projects>

**SUMMARY**

<Insert your summary here – Only two to three lines of information to summarize your qualifications>

**SKILLS**

**Technical**: Blueprint Reading | <Add technical/specialized skills relevant to major>

**Organizational**: Problem solving | <Add your soft skills>

**CERTIFICATIONS**

* <insert any certifications or remove this section> Certification #1
* Certification #2

**PROJECTS**

* <add class projects relevant to the position> Project #1
* Project #2

**WORK EXPERIENCE**

**<Name of Company>,** *<insert title of position> |* <insert dates and include month and year>

* Bullet Point (Example: Handle 30 cash and credit transactions daily using a computerized system to ensure accuracy and maintain financial information)
* Bullet Point
* Bullet Point

**Name of Company,** *HVAC Technician* | June 2019 – December 2019

* Bullet Point
* Bullet Point
* Bullet Point

**Name of Company,** *Maintenance Technician* | February 2018 – December 2019

* Bullet Point
* Bullet Point
* Bullet Point

**EDUCATION**

**Vance-Granville Community College,** *<insert major here>* |Expected Graduation: <month, year>

**Name of High School,** *High School Diploma* | **June** **2019**