**NAME**

ADDRESS | PHONE NUMBER | EMAIL

**Education**

High School Diploma DATE START- DATE END

SCHOOL NAME LOCATION

**Professional Summary**

The professional summary focuses on your key skills, achievements, and experiences and convinces the Reader (Achieving the Dream Through Education Board of Directors) why you are the best person for the Award.

**Skills**

|  |  |
| --- | --- |
| * SKILLS * SKILLS * SKILLS | * SKILLS * SKILLS * SKILLS |

* Team Collaboration
* Event Planning
* Community Outreach
* Building Cleaning
* Adaptability and Dependability
* Special Requests
* Taking Messages

**Professional Experience**

JOB TITLE DATE START- DATE END

BUSINESS/ORGANIZATION LOCATION

* DISCRIBE WHAT YOU DID

JOB TITLE DATE START- DATE END

BUSINESS/ORGANIZATION LOCATION

* DISCRIBE WHAT YOU DID

**Accomplishments**

* ACCOMPLISHMENTS

**Certifications**

* CERTIFICATIONS