

Name

Period



Resume

Directions: Fill out the following form. Use the information to create your resume at jaxportjobs.com.

Legal Name	
Address	
City, State, Zip	
Phone Number	

Career Objective (What is your career goal?)

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Education

Dates	
High School Name	
Location of High School (City and State)	
GPA	
Major Course of Study	

Relevant Course Work (Courses in High School that will help you in the job you are applying for.)

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Relevant Skills (Skills you have that will help you in the job you are applying for.)

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Extracurricular Activities

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Recognition (Awards that you have won in high school.)

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Work History (List your last job first.)

Position	
Business	
Location	
Length	
Responsibilities	

Position	
Business	
Location	
Length	
Responsibilities	

Position	
Business	
Location	
Length	
Responsibilities	

References

	Person 1	Person 2	Person 3
Name			
Address			
City, State, Zip			
Phone Number			
Relationship			