**John P. Thompson**

2 Jones Street, Apt. 4 | Dorchester, MA 02121

Mobile: 617-333-3333

myprofessionalemail@bostonk12.org

**EDUCATION**

**Your full school's name** | Boston, MA

Class of 2021

Pathway, vocation or College Prep can be added here) Medical Assisting, Film, Technology, etc.

**SKILLS**

**Computer:** Microsoft Word/Excel/PowerPoint, Google Docs, Slides or Sheets, Java, Coding, Repair

**Language:** Bilingual/Conversational in Spanish, Haitian Creole, Cape Verde Creole, Mandarin, etc.

**Personal:** Creative, Flexible, Strong oral and presentation skills, Detailed oriented

**WORK EXPERIENCE** *(list multiple experiences in reverse chronological order)*

|  |
| --- |
| **Company Name** |City, State Month/Year – Month/Year *Title* |

* [always list your experience with bullets for easy reading]
* [start the with an action verb if possible]
* [make sure you use the right tense for your action verb whether current tense or past tense]
* [always show your accomplishments in your responsibilities]
* [always use numbers as part of your achievements; i.e. installed 50 computers]

**VOLUNTEER EXPERIENCE** *(if you have multiple experiences, simply list name, location and date in reverse chronological order)*

**Organization Name** |City, State Month/Year – Month/Year

* [always list your experience with bullets for easy reading]
* [start the with an action verb if possible]
* [make sure you use the right tense for your action verb whether current tense or past tense]
* [always show your accomplishments in your responsibilities]
* [always use numbers as part of your achievements; i.e. installed 50 computers]

**AWARDS & ACHIEVEMENTS**

* Honor Roll & or Honor Society Member Month/Year – Month/Year
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* -

**INTERESTS & ACTIVITIES**

* Boston Latin Academy Football Team Month/Year – Month/Year
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