Julianna Wing

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***Make sure email is professional. Use correct information and correct formatting.***

Education

Spanish Fork High School Anticipate graduation June 2015

* Excelled in Business Classes including: Business Communications, Accounting, Economics, and Digital Media.
* Awarded SFHS Business Sterling Scholar
* UVU Concurrent Enrollment Courses include: COMM 1020 and ACCT 1010.
* Member of A Capella Choir and Tennis Team

***May list GPA, ACT, class rank***

***List specialty classes, associations and extracurricular activities either here or in an achievements section.***

***List any concurrent enrollment courses or trade schools.***

Work Experience

Café Settebello May 2014- August present

* Serving as a supervisor for the night shift, I was given the responsibility of closing the restaurant in preparation for the next day as well as balancing out the till and delivering the night deposit.

***List most recent first. Include title as well as your responsibilities. Emphasize your responsibilities. Use words like responsible for… ensured efficiency of ….maintained….***

Awards and Achievements

***If you have specific awards, you may list them here. Don’t forget CTE Skills Certificates. This section is optional.***

Activities

* Spanish Fork High School FBLA President

***List any sports, clubs, organizations (BSA, Youth Council, etc.). Make them relevant (do not include your membership of the wolf pack). Again, this section is optional.***

Skills

* Microsoft Office skills and Adobe Photoshop
* Always punctual and willing to learn from others

***List hard skills (computer skills, Accounting skills, welding skills, photography skills, proficient in MS Word, etc.) as well as soft skills (hard worker, good communicator, fast learner, punctual, etc.)***

References

* Susan Boothe, teacher, 801-555-5551

***List someone who has seen you work. For example: employers, teachers, church leaders, neighbors. Avoid family members.***