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| 3217 Address Lane  **Spell out Street, Drive, Lane, etc.**  **Capitalize Street, City, State**  **Graphic that draws attention to your name. Do not delete.**  Wake Forest, NC 27587 | Home: 919.555.1212  **Use a proper email address and voice message**.  Cell: 919. 555.5555  Email: marcussmith@nc.rr.com |

Marcus Cadet Smith

**First, Middle, and Last Name**

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| Objective | To obtain (an internship, job shadowing experience) to gain knowledge and skills in computer science and engineering.  To obtain a part-time (sales, cashier, etc.) position at XYZ. |
| Profile | Problem solver and able to think critically. Detail-oriented and organized. Hard-working and able to learn quickly. Self-motivated, persistent, and committed.  **Describe yourself as it relates to objective. Don’t use “I”.** |
| Certification and Skills | Certified in Microsoft Office: Word and PowerPoint  Excel in Website Development  Understand functions of computer components  Proficient in Computer Assembly  Strong Leadership Skills  Excellent Communication Skills  Able to effectively collaborate with team members |
| Education and  JROTC Program  **When listing activities, experiences, etc., write in reverse chronological order (meaning newest to oldest).** | August 2013 to present Wake Forest High School (WFHS) Wake Forest, NC Pending Graduation Date: **June 13, 2017**  GPA: 4.6   * A/B Honor Roll, 2009-present * Enrolled in Computer Programming I, AP English, AP Calculus AB   Received an “A” and certification in Microsoft Word and PowerPoint    **JROTC Cougar Battalion**, September 2013 – present  *Receive education and training in citizenship, promoting community service, instilling responsibility, character self-discipline, and pride in self and community.*  Battalion Commander, 2016 – present  Commander of Color Guard Team, 2015—2016  Company First Sergeant, 2015—2016  First Lieutenant, 2014—2015  Executive Officer of Raiders Team & Color Guard Team, 2013—2014 |
| JROTC Volunteer Experiences | 2013 – present, Purple Heart Dinner & Ceremony, Charity Car Show, Conservators’ Center in Mebane, NC, GreenFest, Paws4Life 5K Volunteer, Field of Dreams Special Needs Baseball Games, Town of Wake Forest Flag Folding Color Guard Team, Town of Wake Forest Dirt Days, Art after Hour |
| School Activities/ Community Involvement | * National Honors Society member, 2015 – present * Youth & Government Club, 2014 – present * Tutor middle & high school students, 2014 - present * Swim Team, 2013 -2015 |
| Awards | * Highest score on mock bar exam at NC Boys’ State, 2016 * Military Excellence Award, 2013 |
| Work Experience | March 2014 – September 2015 Kerr Family YMCA Raleigh, NC  ***Lifeguard*** – Maintain a safe and positive environment that promotes member safety and engagement in accordance with YMCA policies and procedures. |

Marcus Cadet Smith

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| References | CSM Ginger Cribb, JROTC Teacher Wake Forest High School 420 West Stadium Drive Wake Forest, NC 27587 Main Office: 919.554.8611  References may not be friends or relatives. List teachers, employers, and persons who objectively can attest to your skills and abilities.  LTC Dmitri Belmont, JROTC Teacher Wake Forest High School 420 West Stadium Drive Wake Forest, NC 27587 Main Office: 919.554.8611  Mr. William Sullivan, Computer Programming Teacher Wake Forest High School 420 West Stadium Drive Wake Forest, NC 27587 Main Office: 919.554.8611  Ms. Susan Tyson, Career Development Coordinator Wake Forest High School 420 West Stadium Drive Wake Forest, NC 27587 Office: 919. 554.8611, Ext. 23700 Main Office: 919.554.8611 |