**Jan N. Kaine**

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Eureka, Kansas 67045

620.583.7099

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***NOTE:*** *Make sure you have a “grown-up” email address. Avoid using an email address that might make employers have questions about you. Do NOT use your school email address! It is deleted as soon as you graduate!*

**Objective** To graduate high school

**Education Flint Hills Technical College 2017 - present**

Emporia, KS

Comp I and II

**Eureka Jr./Sr. High School 2014 – present**

Eureka, Kansas

Anticipated graduation date: **May 13, 2018**

**Employment Burger King August 2017 – present**

El Dorado, KS

**James Jones, Supervisor**

* Bulleted list using **action verbs** describing

your job duties

* Manage a three-person shift
* Monitor . . .

**Lonesome Ranch Summers 2005–present**

Severy, KS

**Sam Smith, Supervisor**

* Bulleted list using **action verbs** describing

your job duties

* Build fence for cattle
* Maintain . . .

**Organizations** SADD **2013 - present**

Student Council **2013 – 2014**

**Awards** TVL All-League Volleyball **2013 - 2014**

Most Inspirational Player – football **2012 – 2013**

**Volunteer** Manager – EJSHS Basketball **2012-2013**

* Bulleted list using **action verbs** describing

your job

* Maintained accurate inventory list

**References** Available upon request

\* Template available for download online at https://www.usd389.net/ 🡪 Parents & Students 🡪 Senior Exit Project

*Revised August 2017* **Note: Change margins back to 1” if you do not need the margins this small!**