RESUME WRITING TIPS FOR TEENS



Students Name:
Teachers Name: Mrs. Avila
Class Name/Subject: Computer Apps
Period: 1
Assignment Week: # 4
May 11th – 15th 2020
Due on or before May 15, 2020

Writing a resume when you're a high school student can seem daunting. How can you demonstrate your aptitude for the job when you don't have much (or any) formal work experience?

Here's the good news: Even if you're writing your first resume, chances are that you have more work experience than you think. Experiences like babysitting, lawn mowing, and volunteering all help to show valuable work skills that employers want to see. Just because you haven't had a job like the one you are applying for, doesn't mean you haven't acquired the skills necessary to succeed.

One of the best ways to get started on your resume as a high school student is to look at examples of student resumes and read tips on what to include and how to format your resume.

What to Include in Your Resume

Informal Work Experience and Activities: If you have formal paid work experience, certainly include it. Otherwise, you can include informal work like babysitting, pet sitting, lawn mowing, tutoring, or anything else you've done to earn money. Even if you didn't collect a regular paycheck, informal work still displays skills and your reliability as an employee.

Since most high school students haven't held a lot of jobs, it is important to draw upon all aspects of your life that show you have the character, work ethic, skills, and personality to succeed in a job. Mention your extracurricular activities, volunteer work, academics, and athletic pursuits.

List Leadership Roles: If you held any sort of leadership positions in these roles (such as secretary of a club or team captain), be sure to note this. For each item, include a bulleted list of your responsibilities and accomplishments.

Promote Your Attitude and Performance: Employers will be most interested in your work habits and attitude. They don't expect you to have a lot of experience. If you have perfect or near-perfect attendance and are punctual for school and other commitments, you might include language to that effect when describing an experience.

If supervisors, teachers, or coaches have recognized you for a positive attitude or outstanding service, mention it in your description of the activity.

Mention Your Achievements: Employers look for staff who have a history of making positive contributions. Review accomplished. Include any challenging advanced academic projects since this shows employers that you are intelligent and a hard worker. each of your experiences and ask yourself if there are achievements in class, clubs, sports, or the workplace that you can include. If so, use verbs like enhanced, reorganized, increased, improved, initiated, upgraded, or expanded to show what you

Make an Outline: Make a quick list or outline of all possible experiences, paid and unpaid, to include in your resume before you try to find the right language to describe them. Think of this as a brainstorming step and try to jot down as much down as you can.

Include Resume Skills: It's always a good idea to include skills related to the jobs for which you are applying. You probably have many skills that you can include that you acquired in school, sports, youth groups, extra-curricular activities, or volunteering.

Use Action Words: Use active language when describing your experiences, so you are portrayed in a dynamic way. Start the phrases in your descriptions with action words like organized, led, calculated, taught, served, trained, tutored, wrote, researched, inventoried, created, designed, drafted, and edited.

Keep It Short (But Include All Necessary Information). Your resume doesn't need to be any longer than one page. Some sections of the resume—such as contract information and experience—are required. But others, such as an objective or career summary, are optional.

Tell a Story. Connect your experience and skills with the qualifications for the role. For example, if you're applying for a cashier position, but haven't yet held a job with that exact title, emphasize your customer service skills, facility with mathematics, work ethic, and ability to work as a team. Read the job description and match your experience with their requirements.

Proofread Your Draft and Print Copies: Review your draft very carefully before finalizing your document and make sure there are no spelling or grammatical errors. Ask your guidance counselor, parents, or a favorite teacher to critique your resume.

High School Resume (Sample)

Steven Marquez

1234 Chandler Street, Tracy, CA 95377
Cell: (209) 555-5555 ▪ steven.student@gmail.com

Objective:

Seeking an entry level position in the retail or food services industry

Qualifications

Personal Attributes: Highly focused and responsible high school student with excellent communication skills and solid work ethic.

Communications: Ability to present information persuasively both orally and in writing. **Fluent** in both **English** and **Spanish.**

T**eamwork:** Able to apply lessons learned as a student athlete to motivate and support all team members in assigned tasks and projects.

- **Mathematics**: A+ math student, with ability to use strong mental math skills to ensure accuracy in order processing, cash handling, and credit transactions.
- **Technology**: Working knowledge of Microsoft Office (Word, Excel, & PowerPoint).

Education

Kimball High School, Tracy, CA **GPA: 3.75**
General Education: August 2016 – Present – Principal's Honor Roll, Member of CSF Honor Society, KHS Baseball -Team Captain; Math Club; Student Math Mentor

Work/Volunteer Experience

Steve's Lawncare Services, Tracy, CA
Gardener, June 2019 to Present
Provide ongoing lawncare services to 25+ regular clients. Services provided: mowing, weeding, and raking lawns and gardens.

- Built up clientele from 2 to 27 through word-of-mouth referrals from satisfied customers.

Habitat for Humanity, Tracy, CA
Volunteer, June 2018 to August 2018
Teamed up with fellow church youth group members to help with Habitat for Humanity projects. Worked on construction teams to erect new housing for low-income families.

- Coordinated fundraiser for Christmas Faire that raised over $5K for organization.

Use the Resume Sample listed above and put your personal information in it. **If you do not feel comfortable listing your personal address or phone number, you may submit an imagined one. Make certain you include information on **all parts** (Objective, Qualifications, Education & Work/Volunteer Experience) of the resume. Please bold and use Arial 13 font for all of your headings and Arial 12 font for the rest of your information. Your name should stand out and be slightly larger than any other font on your resume. Please use Arial 16 font for your name only. Do not forget to click No Spacing and please put a 3" border around your Resume. Anything that is bolded on the sample resume, should be bolded on your resume. Finally, please make sure your resume is centered from top to bottom. Submit your completed Resume to me when you are finished.