

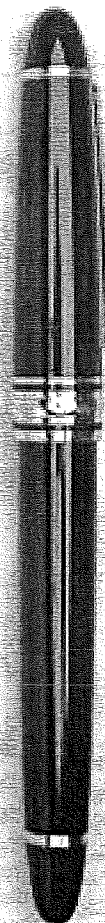
Putting Together a Great High School Resume

Information to help you:

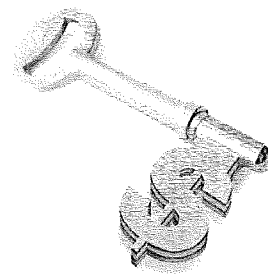
Lay out your resume
Make your school, volunteer
and work experience stand out
Describe your strongest qualities
in business terms

Plus!

A worksheet to help
you produce your
own resume!



Why do I need a resume?



You never get a second chance at a first impression

Not all first impressions are made in person. Your resume is your first and best tool for introducing yourself and presenting your skills, education and experience. Your resume is your key to success!

Basic Resume Components

To have an understanding of the basic components is the first step in creating a resume. Your resume will contain information such as your high school courses, grades, academic honors, extracurricular activities, sports participation, work experience, volunteer/community service experience, and special skills. When you finish your resume it should include the following:

Personal Contact Information: Include your name, phone number, mailing address, and a professional email address.

Job Objective: The Job Objective should be short, concise, and focused on the position, internship and/or industry targeted. The objective should match the job description of the position sought. The job objective statement may change depending on the type of position. (See examples on page 3.)

Skills Summary: List out your hard and soft skills in the section. (see pages 4 and 5 to help you describe your skills.)

Work Experience: Should include the following information about your employment history: (1) position held; (2) name and location of company; (3) dates employed (month and year); (4) job duties & responsibilities.

Education: List your high school information (name and location). Your graduation date (past or present). List grade point average if 3.0 or better. Include relevant coursework and any advanced courses completed that directly relate to the type of job you are seeking.

Volunteer/Community Service Experiences: Not all of your experience comes from previous jobs. If you have volunteer and community service experience use that information. Volunteering is a great way to gain valuable work experience.

Activities and Honors: Community organizations and/or academic honors should be included in your resume. Be certain to indicate any leadership roles such as elected positions you have held. Memberships in nationally recognized professional associations are also good to include.

Interests: Optional. If space permits, you may wish to include an Interests section. Indicating your interests can provide employers with a more complete picture of your background and personality.

References: You should not list references on your resume. Indicating "References Available/or Furnished upon Request" is an acceptable means of providing information to potential employers. Always be prepared to submit references on a separate page completed in the same typeface and printed on the same paper.



Let's go through the steps to build your perfect resume!

Step 1: Personal Contact information

Name _____

Home Address _____

City, State, Zip _____

Phone _____

E-mail _____

(*make sure your e-mail address is professional!)

Step 2: Choosing a Job Objective

Now it's time to come up with a Job Objective. Here is how.

- A. Make a list of all the jobs or positions that you think you'd like to apply for. Be specific. If you want a job in a restaurant, what role do you want to have?

Job/Role

- B. Choose ONE job from your list above and create a job objective for that position.

Here are some examples of clearly written job objectives:

Job Objective: Position as an Office Assistant

Job Objective: Part-time Sales Job with Dillard's

Job Objective: Summer internship in the Computer Science Department

Here is an example of what not to use as a job objective:

"I would be a great employee." This does not give any specific information about the job or position you are seeking.

My Job Objective for this resume is:

Step 3: Skills Summary

Do you want to stand out when an employer considers you for a job? Do you want an admissions person for a college or technical training program to notice you? If so, you will need to let that person know what skills you have, but first you must know what your skills are.

A. How do you find your skills, abilities, and special talents?

The questions below will help you recognize the skills, abilities, and talents you already have. Write down your answers in the space provided.

1. What would you say to brag about yourself? What are you most proud of?

2. What praise or acknowledgement have you gotten from your parents, friends, or teachers?

3. Which subjects are you best at in school? Why do you like those courses?

4. What do you know - or do so well- that you could teach it to others?

B. Identify and communicate your skills in writing

Hard skills vs. Soft Skills

In the world of work, hard skills are technical skills related to the organizations business. These skills are typically easy to observe, measure and easy to teach. Soft skills are called "people skills". When you are competing with others for a job, these skills can set you apart.

What skills do your parents, friends, and teachers say you have? Look at your quiz answers! You can recognize your skills by paying attention to what people say about you. They can help you determine your skills and abilities. Look at the examples given below and then list your own.

<i>Examples of Hard Skills</i> <i>(Hint: Skills that can be observed, measured or trained to do)</i>	<i>Examples of Soft Skills</i> <i>(Hint: "People skills," what your parents, friends & teachers say about you)</i>	<i>Your Hard Skills</i>	<i>Your Soft Skills</i>
<i>Proofreading</i>	<i>Enthusiasm</i>		
<i>Computer Skills</i>	<i>Honesty</i>		
<i>Math</i>	<i>Maturity</i>		
<i>Drawing Blood</i>	<i>Patience</i>		
<i>Machine operation</i>	<i>Dependable</i>		
<i>Financial procedures</i>	<i>Ability to learn quickly</i>		

Step 4: Work Experience

Your work experience will consist of company name, job title, and dates of employment. This section of your resume will show potential employers, college and career training recruiters your:

- *Skills and industry knowledge*
- *Level of responsibility and capability*
- *Knowledge of customer and product information*
- *Ability to communicate effectively and work with the public*
- *Ability to handle multiple tasks*

Here are examples of how to present work experience on your resume:

Summer Youth Employment Program, Jacksonville, FL

June 2001-August 2001

Janitor

Cleaned and maintained supplies in washrooms, kitchen, and multi-purpose room. Set up and removed chairs and other furniture for meetings and events. Received 100% attendance award.

Williams Family, Jacksonville, FL

June – August 2008 / June – August 2009

Nanny

Responsible for daily activities, safety, and care of two children ages 8 and 10. Managed a busy schedule consisting of swim team, parties, and day trips in cooperation with parents.

Great Cookie Co. at Avenues Mall, Jacksonville, FL

May 2006-present

Cashier

Worked the cash register and waited on customers. Took special orders and prepared cookies. Efficiently restocked inventory.

Step 5: Volunteer/Community Service Experiences

Not all of your experience comes from previous jobs. It can come from volunteer and community service work you have been involved in. Be sure to include your volunteer and community service experiences on your resume. Add the description of your experience to your resume like a paid job. Here are some examples:

Volunteer, Taos Emergency Food Ministries, Taos, NM

June - August 2004

- Assisted with activities of nonprofit service organization, including office duties, inventory, direct mail distribution, and fund-raising.
- Responded to telephone inquiries regarding needs and services.

Hospital Volunteer, Shands Medical Center, Jacksonville, FL

June - August 2006

Responsible for transporting wheelchair-bound patients, handling basic medical tasks, answering phones, and filing papers in hospital recovery room.

Step 6: Education

Name of High School _____ High School City and State _____

Year graduated (or expected graduation date, month and year) _____

Step 7: Activities and Honors/Awards

By looking at your activities, employers and college admissions staff can learn more about your personality and your capabilities. Listing your honors and awards can show that you have diverse skills and are dedicated. Here are some examples:

Activities:

Member of JV Wrestling Team – Winter, 20XX-20XX

Member of Varsity Wrestling Team – 20XX–20XX

French Club

Beta Club

Student Government-Treasurer

Honors and Awards:

National Honor Society

National Merit Scholar Honorable Mention

Second Place in Catonsville High Math Contest

Varsity Basketball, MVP

Scholar Athlete of Year, Clay County

Step 8: Interests

Do you have any other interests that you think your future employer should know about? Consider whether or not this interest will directly help you to accomplish the job you're applying for.

Interest: _____

Step 9: References

While you do not have to supply this information when you submit your resume, it is important to have it ready if and when your future employer asks for it. Be sure to ask your teachers, coaches, volunteer coordinators and work supervisors for a letter of reference or permission to use them as a reference. You generally want between 3 and 4 good references.

Reference Name _____

Reference Job Title _____

Reference Address _____

Reference Phone number or e-mail address _____

Step 10: Putting it all together

Now that you understand the basic resume components, it's time to put it all together, using the following outline to produce your own resume!

Student Name _____

Street Address _____

City, State, Zip _____

Phone _____

Email _____

(*Note Make sure your email address is professional!)

Job Objective: (from page 3)

Summary of Skills: (from page 4)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Work History: (List your most recent job first, and then list all other jobs/internships you've had.)

Job Title: _____

Company Name: _____

Duties: _____

Job Title: _____

Company Name: _____

Duties: _____

Community Service/Volunteer Experience:

Organization's name and location (city, state): _____

Duties: _____

Organization's name and location (city, state): _____

Duties: _____

Education: _____ (i.e.: school name, city, state.)

Expected Graduation Date: _____

Relevant High School Courses: (List any specific classes you took that directly relate to the type of job you want.)

Activities: (i.e.: sports or clubs you belong to)

Honors and Awards: (academic and/or athletic)

References Available Upon Request

(Make sure to use teachers, coaches, volunteer coordinators, and work supervisors. It's important to ask them if you can use them as a reference. *(See example on page 14.)*)

Step 11: What to Do Next

You have completed the resume outline. Here are some additional steps to create a great first impression.

Step 1. Choose your resume template. Microsoft Office has several templates you can use or you can download templates from the internet.

Step 2. Type out your first draft.

Step 3. Print and proofread. Don't rely on spell check and grammar check alone.

Step 4. Get Feedback. Show it to at least 2-3 adults and get suggestions.

Step 5. Make any necessary corrections.

Step 6. Use the resume checklist on the next page. Did you check yes for everything?

NOW YOU'RE READY! Remember to always keep a copy of your resume with you. You never know when you might encounter someone who may be hiring. GOOD LUCK!

Resume Writing Resources: Books and Websites

Adventures in Education: www.aie.org

Professional Resumes Your Career Starts Here: www.professional-resume-example.com

High School Students Resumes & Cover Letter: www.provenresumes.com

The Resume Workbook for High School Students. A Fill-in-the-Blanks Guide by *Yana Parker*.

Creating Your High School Resume. A Step-by-Step Guide to Preparing an Effective Resume for Jobs, College, and Training Programs by *Kathryn Kraemer Troutman*

RESUME CHECKLIST

While critiquing your resume, ask the following questions:

Yes No

- | | | |
|---|---|---|
| — | — | Did you list your identifying information (name, address, e-mail, and telephone) as the heading of your resume? (Is your e-mail address professional enough?) |
| — | — | Is your resume divided into major sections to show education, experience (internship, volunteer work, etc.) and is each section prominently labeled? |
| — | — | If you have included an employment objective, does the rest of your resume support the objective? |
| — | — | Have you shown a job title, name and location of employer, and dates of employment for each work experience? Are descriptions of Responsibilities and accomplishments in a bulleted format? |
| — | — | Are your work and related experiences written in concise statements? Do these statements emphasize your skills and accomplishments? |
| — | — | Is your resume one page long? (Once you gain more experience you may need to expand to two pages, but not yet shorter is better.) |
| — | — | Are there any typing, spelling, and grammatical errors? |
| — | — | Is it printed on 8 1/2" x 11" paper of good quality? (i.e. resume paper) |
| — | — | Does the resume present you in a positive manner? Does it reflect you as a person? |
| — | — | Have you had several people review your resume and offer suggestions? Getting additional opinions can be helpful. |

Resume Example 1: Experience-Focused

Angela Q. Redwood

R.R. Box 5600
Morton, MN 56270
(123) 456-7890

Objective: Trainee/intern position with a veterinarian, learning the roles and responsibilities of a veterinary technologist.

Summary

- Ranked in top 15 percent of graduating class, maintaining a 3.5 grade point average.
- Mature, responsible, hard-working team member; willing to learn new things.
- Experience working with animals for over five years.
- Computer skills: Power Point, Microsoft Excel, and Microsoft Word.

Recent Work History

July 1995 to present **Farm Worker**, Morton, MN

- Acquired experience in raising and caring for animals.
- Learned how to take care of and raise cattle, hogs, white-tailed deer, elk, rabbits, ducks, geese, pheasants, cats, and dogs in farm setting.
- Administered vaccinations.

August 1994 to present **Seasonal Worker**, ASGROW SEED COMPANY, Redwood Falls, MN

- Worked fall through spring on various tasks indoors, such as sorting, counting, and organizing seed, and harvesting corn and soybeans.
- Summer full-time work at thinning, weeding, inoculation, pollinating, and miscellaneous, clean-up; promoted to position of supervisor.

March – April 1993 **Veterinary Technician**, REDWOOD VET CLINIC, Redwood Falls, MN

- Observed spray and neuter surgery, along with other surgeries on cats and dogs.
- Learned many new things about veterinary medicine dealing with anesthetic and vaccination administration.

Education

Redwood Valley High School, 1998

Primary Coursework:

- Environmental Science / Biology / Chemistry I
- Personal & Business Computers / Accounting I
- Health Science
- Algebra I and II / Geometry

School Achievements:

- Published in school newspaper, Minnesota High School Writer
- Honor Roll, seven semesters

Activities:

- Raising animals
- School Newspaper and yearbook staff
- Bloodmobile

Resume Example 2: Activities-Focused

Kathy Q. Wan

3334 Hillegass Avenue
Oakville, CA 94605
(510) 987-6543

Objective: Peer Counselor with focus on developing a bridge for students of different cultures.

Summary

- Top-notch student experienced in dealing with a wide range of cultures.
- Unique combination of expertise in working with the community and with professional groups.
- Dynamic leader and team –builder, consistently motivation others to succeed.

Experience and Accomplishments

1998-present **Assistant Counselor-** CENTER FOR NEW AMERICANS, Oakville, CA

- Plan and coordinate peer counseling workshops for junior high school students
- Cross-cultural translation and interpretation of County Mental Health, and Department of Social Services.
- Counsel cross-cultural girls between the ages of 12-19 from the New American Girls Program.
- Recruit girls from different schools for the American Friends Program.
- Run two peer support groups for teens in the New American Girls Program.

1998-present **President-** FUTURE BUSINESS LEADERS OF AMERICA, Oakville High School Chapter

1997-1998 **Secretary-**FUTURE BUSINESS LEADERS OF AMERICA, Oakville High School Chapter

1997 **Teacher's Assistant-**OAKVILLE CHILD CARE CENTER, Oakville

- Cared for children between the ages of 5 months to 4 years old.
- Coordinated different types of art sessions.

Education

Oakville High School, Oakville, CA; currently a junior, GPA 4.0

Resume Example 3: Skills-Focused

Valerie Blauer

3056 Hillegass Avenue

Oakville, CA 94611

(510) 339-3022

Job Objective: Entry-level position in office services.

Summary of Qualifications

- Enthusiastic, hardworking, and reliable
- Willing to learn and accept constructive criticism
- Highly motivated for career advancement
- Enjoy contributing to a team effort
- Helpful at creating a pleasant and clean work environment
- Two years part-time experience in office work

Office Experience

General Office Skills

- Answering phones, scheduling appointments, filing documents, typing correspondence, proofreading, running errands.

Business Skills

- Enter orders into FileMaker database.
- Generate and track invoices, ensuring satisfaction and payment.
- Calculate and handle payments by check and cash.
- File customer orders for books and software.

Computer Knowledge

- Basic knowledge of Macintosh software (FileMaker, Word).
- Familiar with PC software (Word); Excel

Employment History

1998-present	Office Assistant	Good Resume Service, Oakland, CA
1998-present	Baby-sitter	Witherall House, Oakland, CA
Summer 1998	Animal Care	Children's Fairy Land, Oakland, CA

Education

Skyline High School, Oakland, CA, will graduate June 1998

Sample Reference Page

References for Freeda T. Ferrum

Mr. Brad Bailey
Head Basketball Coach
Anytown High School
333 Corporation Drive
Anytown, FL 20000
(123) 556-8790

Dr. Mary Dyber
Teacher
Anytown High School
333 Corporation Drive
Anytown, FL 20000
(123) 885-7890

Mr. James Ramsey
Supervisor
Jim's Bar and Grill
222 Munchies Avenue
Anytown, FL 20000
(123) 654-9283