
How to Write a Resume

— For Highschool Students —

Tips for Writing a Resume

- Demonstrate experience with both hard skills and soft skills
 - Hard skills are measurable: (typing speed, language proficiency, knowledge of a program, etc.)
 - Soft skills are interpersonal skills: (communication, leadership, time management, etc.)
- Tailor the resume to the specific job
 - Identify skills required by the job and emphasize experiences where those skills were demonstrated in your resume
- Keep it concise
 - Include only the most relevant information and keep your resume down to one page
- Proofread
 - Review your resume carefully for any spelling or grammar errors
 - Have it looked at by others (friends, parents, RC, writing center, etc.)
- Highlight quantified results when possible
 - For example: coordinated fundraiser that raised over \$2,000, assisted an average of 15 students a week as a peer tutor, or increased participation in ____ club by 20%
- Use action words

Action Word Examples

Management Skills

administered
analyzed
assigned
chaired
consolidated
contracted
coordinated
developed
directed
evaluated
executed
improved
increased
organized
oversaw
planned
prioritized
produced
recommended
reviewed
scheduled
strengthened
supervised.

Communication Skills

arranged
authored
collaborated
convinced
developed
directed
drafted/edited
formulated
interpreted
mediated
moderated
negotiated
persuaded
promoted
publicized
reconciled
recruited
translated
wrote

Research Skills

clarified
collected
critiqued
diagnosed
evaluated
examined
extracted
identified
inspected
interpreted
interviewed
investigated
organized
reviewed
summarized
surveyed

Technical Skills

assembled
built/calculated
computed
designed
devised
engineered
fabricated
maintained
operated
overhauled
programmed
remodeled
repaired
solved
upgraded

Teaching Skills

adapted
advised
clarified
coached
communicated
coordinated
demystified
developed

enabled
encouraged
evaluated
explained
facilitated
guided
informed
instructed
persuaded
set goals
stimulated
trained

Financial Skills

allocated
analyzed
appraised
audited
balanced
budgeted
calculated
computed
developed
forecasted
managed
marketed
planned
projected
researched

Creative Skills

acted
created
customized
designed
developed
directed
established
founded
illustrated
initiated
instituted
integrated
introduced
invented

originated
performed
planned
revitalized
shaped

Helping Skills

assessed
assisted
clarified
coached
counseled
demonstrated
diagnosed
educated
expedited
facilitated
familiarized
guided
motivated
referred
rehabilitated
represented

Clerical or Detail Skills

approved
arranged
catalogued
classified
collected
compiled
dispatched
executed
generated
implemented
inspected
monitored
operated
organized
prepared
processes
purchased
recorded

Examples of Things to Include

- Contact Info
 - Make sure that the email you list is professional
- Career objective
 - One or two sentences summarizing your goals and highlighting relevant skills
- Work experience both formal and informal
 - If you haven't had a "real" job you can still include things like babysitting, mowing lawns, etc.
 - Volunteer work and extracurriculars can also be included
- Education
 - Include GPA if above 3.0, academic achievements, and relevant coursework
- Skills
 - You may want to include a section dedicated to highlighting both your hard and soft skills
- You may also have dedicated sections for volunteer experience, activities, awards, or projects

Types of Resumes (Chronological/Traditional)

- Most common style
- Lists experiences in reverse chronological order (most recent first)

Sample Resume for High School Students

Jane Doe
12 Snelling Avenue
St. Paul, Minnesota 55116
(651) 555-1111
jane.doe@spps.org

Education Highland Park Senior High, class of 2008 (3.8 GPA)

Experience

St. Paul Public Library—University Branch (June 2005-present)

- Maintained library database on checked-out materials.
- Coordinated volunteer program for Story Time.
- Organized card catalog to incorporate new materials.

National Honor Society (2003-present)
Participated in several volunteer activities, including: building a house for Habitat for Humanity (50 hours), collecting food for the St. Paul Food Shelf (80 hours), and organizing the Honor Society Induction Ceremony.

Activities

- National Honor Society (2003-present)
- French Club (2002-present)
- Cross Country (2002-present)
- Piano lessons (10 years)

Awards

- A Honor Roll, 8 quarters
- Outstanding French Student, 2004
- Volunteer of the Year, 2005

References
Available upon request.

Contact Information: should be at the top of your resume—include name, address, phone number, and e-mail (if you have it). Separate it out by centering it and making it bold. If you have a college address separate from a home address, use both.

Education: include graduation date and GPA if it is 3.0 or higher.

Formatting Experiences: (2 options)

1. Heading line (include title and dates) followed by bulleted list—see Work Experience as example.
2. Heading line (include title and date) followed by narrative list—see Volunteer Experience as example.

Writing About Experiences
Regardless of style, begin each phrase/sentence/ bullet with an *active verb*. See the examples to the left: maintained, coordinated, organized, participated...see back of page for more examples.

Headings The expected headings would be: education, experience (work or volunteer), but the others are up to you. Use the ones that work best. Other possibilities: skills, additional experience, related experience, leadership experience, research experience, writing experience, computer experience, objectives, leadership, related coursework, work experience, volunteer experience, anything that fits your particular qualities.

General Formatting You should have 1 inch margins, major headings (like 'Education') on the left, then indent with additional information below—for example, notice how National Honor Society is lined up below St. Paul Public Library. Use a traditional font (New York, Arial, just not cursive...) at 12 point size. It should all fit on one page. Remember, it needs to be easy to read—keep it simple and organized!

- Other things to remember:
- proofread, proofread, proofread!
 - Check for punctuation and spelling.
 - Check for format and style consistency.
 - Show your resume to a friend.
 - Use resume weight paper (available in copy centers).
 - Pick a light, neutral color, like white or ivory.
 - Laser print it or have it done at the copy center.
 - Get matching envelopes and paper for cover letters.

Types of Resumes (Functional)

- Focuses on skills developed rather than work history
- May be better for students without much experience yet

Katie Costa
439 Robinson Avenue
City, State ZIP
Phone
Email

Skills and abilities

Summary

- Creative, hardworking, and reliable worker
- Strong oral communicator, very organized, and quick learner

Computer skills

- Proficient in using Microsoft Office programs such as Word, Outlook, and Excel
- Experience using both Microsoft- and Mac-based computer platforms

Leadership skills

- Elected as Grade 9 representative for Carlington Heights Students' Council
- Planned and organized school dances, band fundraiser, and Relay for Life
- Selected to participate in city-wide leadership program

Marketing and promotion skills

- Started my own babysitting business in 2010; created flyers and promotional material, which attracted 42 new clients from local community centre and grocery stores
- Designed posters and banner for Carlington Heights semi-formal dance
- Contacted local businesses to purchase advertising space in Carlington Heights yearbook, and won award for highest sales for the year

Experience

Babysitter2010–2011
Katie and Jamie's Babysitting Service, City, State

Pet sitter2007–2009
Katie Johnston Animal Spa, City, State

Example of a Good Resume

Steven Student

123 Forest Street, Charleston, WV 25329
Cell: (123) 555-5555 • steven.student@email.com

Qualifications

Highly focused and responsible high school student guaranteed to contribute strongly within a customer service role requiring enthusiasm, charismatic communications skills, and an exemplary work ethic.

- **Communications:** Convey information persuasively both orally and in writing. Facility for building positive relationships with others with humor, helpfulness, and cultural sensitivity.
- **Teamwork:** Able to apply lessons learned as a lettered student athlete to motivate and support all team members in assigned tasks and projects.
- **Mathematics:** A+ math student, with ability to use superb mental math skills to ensure accuracy in order processing, cash handling, and credit transactions.
- **Technical Proficiencies:** Solid command of Microsoft Office Suite (Word, Excel, PowerPoint) and of social media. Swift learner, easily mastering new software systems.

Education

George Washington High School, Charleston, WV; 3.75 GPA
Honor Roll, National Honor Society, Co-Captain, Boys Swim Team; Debate Team; Math Club; Student Math Mentor

Experience Highlights

Steve's Lawncare Services, Charleston, WV
Gardener, June 2017 to Present

Provide ongoing lawncare services to 25+ regular clients. Communicate with customers to schedule services and define requirements; mow, weed, and rake lawns and gardens and shovel snow.

- Built a lasting clientele through word-of-mouth referrals from satisfied customers.

Habitat for Humanity, Charleston, WV

Volunteer, June 2018 to Present

Team with fellow church youth group members to contribute to Habitat for Humanity projects. Work on construction teams to erect new housing for low-income families.

- Conceptualized and coordinated fundraising Christmas bazaar that raised over \$5K for organization.

Example of a Bad Resume

	<p>100 3rd Avenue, Apartment 150 New York, New York 10000 (212) 244-2444 littlel999@aol.com SSN: 111-22-3545 Marital Status: Single (1) Religion: Presbyterian</p>
<p style="text-align: center;">♥♥♥♥♥♥♥♥ Lila Lewis ♥♥♥♥♥♥♥♥</p>	
<p>Objective</p>	<p>Accomplishments</p>
<p>To find a job as a paralegal!!</p>	<p>Graduated from high school and college, saved up a lot of money while living in a really expensive part of Manhattan, was on the dean's list in 2008 for my great GPA that semester, was told I was a really good dance instructor by my students.</p>
<p>Work Experience:</p>	<p><i>Hobbies/Memberships</i> <u>Serious</u> break 2009 coordinator (I booked the flights to <u>Cuba</u>), president of NYU's chapter of "We Live Our <u>Goldenoodles</u>," I was an extra in <u>Scream 4</u>, knitting, playing <u>Call of Duty</u>, enjoy spinning at <u>SoulCycle</u> (or <u>Flywheel</u> when they're having a promotion) eating <u>pad thai</u>, following the Jonas Brothers (<u>Jo Bros</u>) when they're on tour, ice dancing in my spare time, member of NYU's chapter of the <u>Young Libertarians</u>.</p>
<p>New York University Office of Admissions (current employer) 111 Washington Square Park New York, New York 10019 (212) 333-3366</p> <p>Assistant to the Director of Admissions I worked for the Director of Admissions. I was really effective at getting the Director's coffee, picked up her copy of the New York Times from the mailroom, wrote down her appointments in my Filofax, and answered her telephone when she's in meetings.</p>	<p>Education</p> <p>New York University Major: English, Communication GPA: 2.33 New York, New York</p> <p>Walter Martin High School 777 Long Hill Road South Silver Spring, MD 20906 Dates attended: From 2002-2006</p> <p><u>Cherryfield</u> Middle School 2664 Connecticut Avenue Silver Spring, MD 20906 Dates attended: From 1999-2002</p>
<p>Bank of America Secretary I worked for the manager of the bank and did his filings. My organizational skills are phenomenal.</p>	<p><u>Rockman</u> Elementary School 609 N. Adams Street Silver Spring, MD 20906 Dates attended: From 1995-1999</p>
<p>P.S. 447 Teaching Assistant I worked at this elementary school helping third graders with their handwriting and multiplication tables.</p>	<p>References Are Available Upon Request (But here are some now):</p> <p><u>Fiona Appleman</u> 677 Centre Street New York, New York 10023 (212) 772-2224 (former: top dancing instructor)</p>
<p>Lower East Side Dance Academy Instructor I work with 6 and 7 year olds and teach them ballet.</p>	<p><u>James Grubwald</u> 45 Lexington Avenue New York, New York 10018 (347) 888-9220 (boss at Cold Stone Creamery)</p>
<p>Cold Stone Creamery Summer Employee I scooped ice cream for customers during the summer of 2004.</p>	<p>Personal Qualities Energetic, enthusiastic, reliable, funny, courageous, witty, smart, flexible.</p>

Questions?