

RESUME WRITING

A document created and used by a person to present their background, skills, and accomplishments

PERSONAL INFORMATION

It is crucial that this information be up to date. This is how the potential employer will contact you. If it is not correct they cannot reach you.


- **Must include:**
 - Full name
 - Phone contact
 - Full address
 - Email address

OBJECTIVE

A concise, position-centered statement describing the value you can add and the needs you can fulfill.

A job objective grabs the attention of the person reading your resume and just like your appearance you only get one chance.

Being high school students your objective can look different from a person who is looking for that career position.



Scan the QR code to see tips to writing an effective job objective.

EXPERIENCE

Having little of not experience can be a challenge when you are just putting yourself on the job market. Even if you have never had a job you still have experience.

- Odd jobs you may have done for people
- Volunteer work
- Highlight academic strengths.
- Mention extracurricular activities: clubs, sports, and volunteerism.
- List any honors, awards, or other achievements.
- Emphasize leadership experience.
- Share projects or gigs, including any internships.

EDUCATION

If you are currently enrolled in high school and have not yet graduated, you can specify that your high school education is "in progress." This shows that you are actively working towards completing your education.

- Name of your high school.
- Your expected graduation date.
- Your GPA (if above 3.0 if below, do not list)
- Class rank, if applicable.
- Specific courses that pertain to your intended major (such as CTE classes), and any dual enrollment college or AP courses taken. ***You never know the classes that an employer may be looking for or what will spark an interest and conversation

REFERENCES

For a high school student's resume, it's recommended to select three references. One could be a family friend, one could be a teacher, and if you've had a job – the previous employer or supervisor is a great addition.

- reference's full name
- job title
- company name
- work address
- work phone number
- work email
- a brief description of their relationship with you.

**This is especially important for writing a resume for a college application.

**Do not use your high school friends as a reference.
