**Middle School Resumes 2025**

Starting this year resumes and the PD test will be required for all Middle School Contestants. Below please find some guidance for how to create a resume appropriate for middle school students. For the purposes of our contest submission requirements please do not use a phone number and only use the city and state for an address.

* The resume summary (objective)

1. Should be two to four mid-sized sentences. Use action verbs, concrete and energetic language. Instead of “Middle school student looking for a job” use “Self-disciplined and hard-working student looking for a workplace to contribute to a team, to learn and to grow as a professional.”
2. Provide context and specific facts. Instead of “Finished middle school. Have a variety of hobbies.” use “Excels in algebra and Spanish and developed social skills in theater class.”
3. Insert a couple of skills and qualities that might be interesting to an employer. Knowing languages, how to use computer spreadsheets, how to organize your schedule, or always being punctual.

* The employment history section//experience section

1. Summer or temp jobs. Show an employer you’ve been part of the workforce, know what a job is.
2. Internships. If you have these on your list, it’s a great advantage. Internships usually take place at more complicated jobs and are related to more advanced professions.
3. Social/[volunteer work](https://resume.io/blog/how-list-volunteer-work-resume). Demonstrates ability to cooperate with people and work towards a goal.
4. Other projects (personal passions, community initiatives). Examples: Websites you ran with friends, local community events you helped with.
5. Extracurricular activities. Optional, most of relevant activities will go into experience. Use only if interests and out-of-school life are so robust that they don’t fit into one section.
6. Hobbies. This section can be avoided. It’s an effort to fill space on resume. If needed, you can mention you are an active jogger and bicycle rider, this hints you are energetic and disciplined.

* The resume skills section

1. The master list method entails brainstorming every possible skill you think you might have naturally or have picked up in school, projects or temp jobs. Write them all down, even if they seem unlikely or you are unsure that they fit. Keep this list in a separate document. You’ll return to it every time you’re writing a new resume. It’ll get richer and bigger the more experience you get. Once you have a master list, the idea is to cherry-pick the best skills that are appropriate for a specific job and add them to that particular resume.
2. Hard skills relate to specific tasks, concrete knowledge, physical objects, sciences or tools. Knowing how to use Excel spreadsheets or Microsoft Word, knowing a programming language or a foreign language are hard skills. Soft skills have to do with social interactions, self-organization, intellectual and emotional qualities. Time management and scheduling is a soft skill, as is team collaboration. Most entry-level positions (for example in service jobs) tend to favor soft skills.

* The education section
  + If your only educational experience is a single school: List your school as a heading and make a bullet point based on your subjects, achievements, school projects, etc.
  + An impressive GPA or honor awards can give hiring manager a good impression of how well you will perform.
  + If you know one [foreign language](https://resume.io/how-to-write-a-resume/languages-on-your-resume) (especially at a basic level), this should just go on the skills section of your resume. However, if you know three or more languages, and some of them at a high level, you can move them to a separate resume section. If you have language certifications, be sure to list them.

**Sample Resume:**

**Pat Smith**

Lubbock, TX

psmith@gmail.com

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**Objective**

Enthusiastic and motivated student with a strong interest in pursuing a career in customer service. A quick learner with a commitment to meaningful customer interactions. Eager to apply my commitment to customer satisfaction and effective communication in an academic environment.

**Education**

Mike Rowe Middle School

7th Grade GPA 3.7

Class enrollment: AP English, Robotics, Spanish, Introductory Engineering

**Achievements, Honors, Activities**

* Honors
  + National Honor Society Member
* Clubs
  + SkillsUSA Texas, Chapter Vice President
  + Robotics Club, Chapter Secretary
* Athletics
  + JV Soccer Captain
* Activities
  + Yearbook Committee

**Work Experience**

Neighborhood Yard Services May 2024-October 2024

* Mowing, weeding, leaf bagging and general clean up

Lubbock ESports Club October 2024-present

* Tournament planning, marketing and membership assistance

**Volunteer Experience**

Happy Paws Vet Clinic February 2024-present

* Bathing, walking and kennel cleaning