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# Resume Tips for Teens

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## Steps for Building Your High School Resume



## Why a Resume Is So Important....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.

### 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.

**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.)*

**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.

**Work Experience:** Should include the following information about your employment history: (1) position held; (2) name and location of company; (3) dates employed; (4) job duties & responsibilities. *Don't feel overwhelmed if you do not have work experience. If you have community/volunteer experiences use that information instead. Volunteering is a great way to gain valuable work experience.*

**Honors and Activities:** 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: 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?**


- 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

**My Job Objective for this resume is:**

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### Step 2: Describing your skills.

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:

#### Uncover Your Skills, Abilities, and Special Talents: A Self-Help Quiz

This quiz is designed to help you realize the skills, abilities, and special talents that 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?

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

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3. Name about six qualities or characteristics of other people that you most respect or admire.


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

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

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## Be able to 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 train. Soft skills are called “people skills”. When you are competing with others for a job, these skills can set you apart.

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

Look at the examples given below and then list your own. Listing these skills will help you develop one-liners, which you’ll learn about on the next page.

<b><i>Examples of Hard Skills</i></b> <i>(Hint: Can you observe, measure or train on these skills)</i>	<b><i>Examples of Soft Skills</i></b> <i>(Hint: “People skills,” what your parents, friends &amp; teachers say about you)</i>	<b><i>Your Hard Skills</i></b>	<b><i>Your Soft Skills</i></b>
<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>		

## Creating “One-Liners”

*How to present your hard and soft skills*

“One-liners” are usually **ACTION** statements: meaning *they show you in ACTION!* They usually start with an ACTION word.

### Tips and Examples for Writing Good One-Liners

1. Demonstrate the skill by describing specific experiences & achievements used to acquire the skill.
2. Describe each experience or achievement in a simple action statement “one-liner”
3. Put action words at or near the beginning of the sentence. ( List of examples at the end)
4. Be sure to mention specific successful results that would interest your future employer

*Job Objective: Position in Office Support*

Skill: General Office Skills

- **Photocopied and collated monthly newsletter.**
- **Earned Volunteer of the year award for coming up with creative solutions for the organizations’ shortage of office work space.**
- **Ability to learn quickly**

Skill: Typing/Word Processing

- **Created an accurate agency mailing list from hand-written file cards**
- **Computer Knowledge: MS Word, Excel, Page Maker for Mac’s**

**A related skill** \_\_\_\_\_

One-liners about my experience and achievements using this skill:

- \_\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_\_  
\_\_\_\_\_

**Step 3: Putting it all together.**

Now that you understand the basic resume components, have come up with a job objective and have determined your hard and soft skills into one-liners, it's time to put it all together, using the following outline.

Student Name \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

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

**Job Objective:** (from page 3)

\_\_\_\_\_  
\_\_\_\_\_

**Summary of Skills:** *(list one-liners here)*

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_
- 6. \_\_\_\_\_

**Education:** \_\_\_\_\_ (i.e.: school name, city, state.)

**Expected Graduation Date:** \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

**Honors:** (Academic or Athletic.)

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

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

**Job Title:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Duties:** \_\_\_\_\_

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**Job Title:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Duties:** \_\_\_\_\_

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**Community Service/Volunteer Experience:**

**Organization's name and location (city, state):** \_\_\_\_\_

**Duties:** \_\_\_\_\_

**Organization's name and location (city, state):** \_\_\_\_\_

**Duties:** \_\_\_\_\_

References Available Upon Request

(Make sure to use teachers, coaches, volunteer coordinators, and work supervisors. It's important to ask them beforehand that you'd like to use them as a reference. *(See example on page 13.)*)

#### **Step 4: 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 or you can download templates from the internet.

**Step 2** Type out your first draft.

**Step 3** Print and proofread: Remember not to rely on spell check and grammar check alone.

**Step 4** 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!

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#### **Resume Writing Resources: Books and Websites**

Adventures in Education: [www.aie.org](http://www.aie.org)

Professional Resumes Your Career Starts Here: [www.professional-resume-example.com](http://www.professional-resume-example.com)

High School Students Resumes & Cover Letter: [www.provenresumes.com](http://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

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**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 avoid the colored and busy designs and cards.)                                                                      |
| ___ | ___ | 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: Work 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 my graduating class, maintaining a 3.5 grade point average.
- Mature, responsible, hard-working team member, willing to learn new things.
- Worked with animals for many years, and continue to do so.
- Can operate computer programs: Power Point, Microsoft Excel, and Microsoft Word.

### **Recent Work History**

- July 95' 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.
  - Helped with dehorning and castration on hogs and cattle.
  - Administered vaccinations.
- 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.
- Spring 98' (3 weeks)      **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:* • Physical Science • Biology • Chemistry I • Environmental Science • Person & Business Computers • Health • Accounting I • Algebra I and II • Geometry

*Achievements:*

- Became supervisor after a year at my seasonal job.
- 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:
- 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 t he New American Girls Program.
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- 1998-present **President-** FUTURE BUSINESS LEADERS FO 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

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**Job Objective:** Entry 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**

##### **As office assistant:**

- Answered phones, scheduled appointments, filed documents, typed correspondence, proofread, ran errands.

#### **Business Skills**

- Entered orders into FileMaker database.
- Generated and tracked invoices, ensuring satisfaction and payment.
- Calculated and handled payments by check and cash.
- Filled customer orders for books and software.

#### **Computer Knowledge**

- Basic knowledge of Macintosh software (FileMaker, Word).
- Familiar with IBM software (Word).

### **Employment History**

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

### **Education**

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

## Sample Reference Page

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### References for Freeda T. Ferrum

Mr. Brad Bailey  
Head Basketball Coach  
Anytown High School  
333 Corporation Drive  
Anytown, VA 20000  
(123) 456.7890

Dr. Mary Dyber  
Teacher  
Anytown High School  
333 Corporation Drive  
Anytown, VA 20000  
(123) 456.7890

Mr. James Ramsey  
Supervisor  
Jim's Bar and Grill  
222 Munchies Avenue  
Anytown, VA 20000  
(123) 456-7891