

# High School Resume Examples and Writing Tips



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Getting started writing a resume can be hard when you're a high school student who doesn't have much – or any – prior work experience. It can be easier to do when you look at examples of resumes and read tips on what to include and how to write your resume.

Keep in mind that you probably have more information to put on your resume than you think. Even if you don't have formal work experience, you can include other types of work like babysitting or lawn mowing and volunteer experiences.

You can also include your school and personal activities.

## Resume Writing Tips for High School Students

Here's information on how to get started and what to include on your resume in addition to, or instead of, formal work experience.

**Make an Outline.** Make a quick list or outline of all possible experiences to include in your resume before you try to write the right language for your descriptions.

**Keep it Short.** Your resume doesn't need to be any longer than a page. Include your name, contact information, activities, work experience, if you have any, and your skills that are related to the jobs you're applying for.

For each item on your resume, include a bulleted list of your responsibilities and accomplishments.

**Include Informal Work Experience.** If you have formal paid work experience, certainly include it. Otherwise, you can include things like babysitting and pet sitting, lawn mowing, shoveling snow, or anything else you've done to earn some money.

<http://jobsearch.about.com/od/sampleresume1/a/high-school-resume-examples.htm>

**Include All Your Activities.** Since most high school students haven't held a lot of jobs, it will be important to draw upon all aspects of your life which show you have the right character, work ethic, skills, and personality to succeed in a job.

You can include extracurricular activities, volunteer work, academics, and athletic pursuits. If you held any sort of leadership positions in these roles (such as secretary of a club or team captain), be sure to note this.

**Promote Your Attitude and Performance.** Employers will be most interested in your work habits and attitude. They don't expect you to have a lot of experience.

- If you have a perfect or near perfect attendance or punctuality for school or jobs you might include language like "Compiled a perfect (or near perfect) record for attendance" when describing an experience.
- If supervisors, teachers, or coaches have recognized you for a positive attitude or outstanding service, mention it in your resume description.

**Mention Your Achievements.** Employers look for staff who have a history of making positive contributions.

- Review each of your experiences and ask yourself if there are achievements in class, clubs, sports, or the workplace that you can include. If so, use verbs like enhanced, reorganized, increased, improved, initiated, upgraded, or expanded to show what you accomplished.
- Include any challenging advanced academic projects since this shows employers that you are intelligent and a hard worker.

**Use Action Verbs.** Use active language when describing your experiences so you are portrayed in a dynamic way.

- Start the phrases in your descriptions with [action verbs](#) like organized, led, calculated, taught, served, trained, tutored, wrote, researched, inventoried, created, designed, drafted, and edited.
- Also include the skills that you have learned in school and in your after-school activities.

**Include Resume Skills.** It's always a good idea to include skills related to the jobs for which you are applying. Here are examples of [skills to include on your resume](#). You may have many skills that you can include that you acquired in school, sports, youth groups, extra-curricular activities, or volunteering.

**Proofread Your Draft.** Review your draft very carefully before finalizing your document and make sure there are no spelling or grammatical errors. Ask your guidance counselor, parents, or a favorite teacher to critique your resume. Here's [how to proofread your resume](#).

**Review Resume Examples.** It's always helpful to review resume samples to see what the final version of your resume should look like. Review the examples below that are written especially for high school students.

**Where to Print Copies.** If you don't have a printer at home, check with your school guidance office or local library to see if they have a printer you can use.

## High School Student Resume Examples

Review these high school resume examples to get ideas for your own resume, then use a resume template to create your own resume.