

Resume Skills for High School Students

BY ALISON DOYLE Updated September 21, 2020
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When you are applying for jobs, employers want to see what skills you have even if you don't have paid work experience. What kinds of skills can you include on your resume if you're a high school student?

Here are examples of the different types of skills students can use on their resumes, as well as in cover letters and job interviews. You'll also find tips on how to include these skills in your job materials.

Types of Skills High School Students Have

Your resume can include skills that you have learned in school, during extracurricular activities, in sports, and when volunteering. For example, if you have played football, soccer, basketball, or other sports, you have teamwork skills. Were you the captain? You have leadership skills. Have you taken a computer class or taught yourself how to use software programs? You have computer skills. Almost everyone has some level of communication skills. If you can carry on a conversation, present in class, or write a paper for school, you are communicating. When you have successfully juggled personal activities and schoolwork, you're flexible and dependable. Did you work on a group project? You have collaboration skills. Do you babysit or mow a neighbor's lawn? You are reliable and dependable.

Top 5 Skills

Below are five skills that almost every high school student has, and that almost every employer is looking for. You'll also find related keyword phrases that you can use in your resume and cover letter.

1. Communication

Communication is a skill that refers to your ability to both convey information to others and to listen. This skill includes oral and written communication. Every student has some experience developing his or her communication skills. Have you given any class speeches or presentations? Then you have improved your oral communication skills. Have you taken any courses involving writing? Ditto. Employers are always looking for employees with strong written and oral communication skills, so be sure to emphasize your communication experiences.

- ✓ Customer Service
- ✓ Guest Services
- ✓ Verbal Communication
- ✓ Presentation

- ✓ Friendly
- ✓ Writing
- ✓ Reading
- ✓ Good listener

2. Dependability/Responsible

Employers seek teenagers who are mature and whom they can rely on to show up on time and get the job done. Emphasize your responsible nature. Have there been times when you were given additional responsibilities (in work, school, or even sports) due to your dependable character? Include examples of these in your job application.

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| ✓ Flexible | ✓ Punctual |
| ✓ Follow instructions | ✓ Reliable |
| ✓ Hard-working | ✓ Responsible |
| ✓ Multitasking | ✓ Organized |

3. Quick Learner

Employers typically don't expect high school students to know all the skills they need for a job right away. However, they will expect you to pick up new skills quickly. Emphasize times in the past that you picked up on a new skill or technique with ease.

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| ✓ Accuracy | ✓ Fast Worker | ✓ Initiative |
| ✓ Energetic | ✓ Research | ✓ Innovative |
| ✓ Enthusiastic | ✓ Willing to learn | ✓ Learn quickly |

4. Teamwork

Many jobs for high school students involve working on a team, whether as part of the wait staff for a restaurant or as a co-counselor at a summer camp. Include in your resume examples of times that you worked well as part of a team, such as a sports team, club, or music group.

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| ✓ Cheerfulness | ✓ Interpersonal |
| ✓ Collaboration | ✓ Leadership |
| ✓ Courteous | ✓ Positive Attitude |
| ✓ Helpful | ✓ Role Model |

5. Technology

Employers are always happy to hire employees who are good with technology. Luckily, many high school students have that skill set. If you have any experience (either in school or through extracurricular activities) working on particular computer programs, or doing any other technology-related activities, include these. If you have a lot of these experiences, you might even create a “Technology Skills” section on your resume.

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| ✓ Computer | ✓ Microsoft Office |
| ✓ Math | ✓ Google Platforms |
| ✓ Video telephony software | ✓ Social Media |

Match Your Skills to the Job

Make a list of what you have done in all your school and non-school activities, along with the skills you have learned or used in each of those roles. Include those that are the closest match for what the company is seeking on your resume.

For example, if you're applying for a job in a retail store, the hiring manager will be interested in knowing that you are dependable, reliable, accurate, and have interpersonal and communication skills.

For a part-time job where the schedule varies, you will need to be flexible and able to work a variety of different hours.

A good way to find the skills you need for a job is to review the job requirements listed in the job posting. In many cases, it will be easy to determine what skills you need to be considered for the job.

How to Include Skills in Your Resume

Your resume can include more than paid employment, so the best way to include your skills is to list your academic, school, and extracurricular activities on your resume.

Include the skills you have in the description of the position or activity, or in an "Interest/Skills" section at the bottom of your resume. You might also include some of your skills, and examples of times you demonstrated your skills, in your cover letter.

Explore what it means to create a cover letter and gain valuable insight on what and what not to include in your cover letter in this [website](#).

Resume Template Resources

There are many platforms to use when it comes to creating your resume. Some industries are more creative than others. If you're working in digital media or design or elementary school education, it might make sense for your resume to be creative and colored. If you're applying for a job in finance, operations, or most corporate jobs, you probably want to keep it black and white and structured. Be thoughtful when it comes to your creativity (or lack thereof). Looking for a resume template? Consider using [Canva](#), [Google Docs](#), and [Microsoft Word](#) as a start. Also consider these [Simple Resume Tips](#) for a chance to stand out in the consideration processes.

How Talk About Skills at an Interview

You may not be able to work all the skills you have into your resume, but keep a list of your top five skills related to the job for which you are applying in mind when you interview. You'll be able to mention them when you're answering interview questions about why you're qualified for the job or tell me about your strengths and weaknesses. Try to work those skills into the conversation. The closer a match you are to the job requirements, the better your chance of getting hired.