

Resume Tips for High School Students

Resume Writing Advice for HS Students

You might be wondering if high school students even need to create a resume. It does depend on the type of job which you are targeting. Most service sector jobs do not require a resume.

High school students pursuing internships will need to furnish a resume when competing for those positions. I prefer to frame the question differently - what are the benefits or advantages for those high school students who do develop a resume?

Since most high school age applicants will not supply employers with a resume, those that do will gain an immediate edge by appearing more motivated, mature and professional in their approach.

Students who have a resume in hand can canvass employers in person and leave a document with managers as a reminder of their credentials. If the hiring authority is unavailable when candidates stop by, the student can leave a resume for later review by a manager which might result in a call back for an interview.

Finally, students who develop a resume during high school will be more comfortable documenting their experiences during college and readier to apply for jobs or internships as they become available.

Here are some pointers for high school students who decide to compose a resume.

Resume Tips for High School Students

Include All Your Activities. Since most high school students haven't held lots 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. This means that your resume will likely be devoted more to school activities, volunteer work, academic and athletic pursuits than actual paid employment.

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

Promote Your Attitude and Performance. Employers for basic service jobs will be most interested in your work habits and attitude. 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 and punctuality" when describing an experience. If supervisors or teachers have recognized you for a positive attitude or outstanding service you should make reference to that in your resume description. For example, you might say "recognized by supervisor for providing outstanding service to customers". If you received a bonus, a raise or were given added responsibility like orienting new staff or athletic team members make sure you reference that distinction.

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, edited and so on. Employers look for staff who have a history of making positive contributions. Review each of your experiences and ask yourself if there were any minor achievements in class, clubs, sports or the workplace as you carried out your role. If so, use verbs like enhanced, reorganized, increased, improved, initiated, upgraded, expanded and so on to point to the value that you added.

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. Include any challenging advanced academic projects since this shows employers that you are intelligent and a hard worker.

Review Resume Samples. It's always helpful to review resume samples to see what the final version of your resume should look like. Here are [resume samples](#) specifically for high school students.

Ask for Recommendations. Ask teachers, coaches, volunteer supervisors and activity advisors for [written recommendations](#) when you develop a positive relationship. You can also bring paper copies of recommendations with you when you visit employers and speak with managers.

Below are samples of High School resumes without work experience and with work experience. There are many different templates to choose from, so customize yours to fit your experience and what you have to offer – don't be shy. You have a lot to offer, more than you realize.

Sample Resume - High School - No Work Experience

FirstName LastName
6 Pine Street, Arlington, VA 12333
home: 555.555.5555
cell: 566.486.2222
email: phjones@vacapp.com

Education

Arlington High School, Arlington, Virginia
2002 - 2006

Experience

Pet Sitter

2004 - Present

- Provide pet sitting services including dog walking, feeding and yard care.

Child Care

2002 - Present

- Provide child care for several families after school, weekends and during school vacations.

Achievements

- National Honor Society: 2004, 2005, 2006
- Academic Honor Roll: 2002 - 2006

Volunteer Experience

- Big Brother / Big Sisters
- Arlington Literacy Program
- Run for Life

Interests / Activities

- Member of Arlington High School Tennis Team
- Girl Scout
- Piano

Computer Skills

- Proficient with Microsoft Word, Excel, and PowerPoint, and Internet

High School Resume with work experience

First Name Last Name

6 Elm Avenue, Stockler, CA 91733
Home: 111.111.1111 Cell: 766.444.4444
petals@flowershop.com

OBJECTIVE

Interested in a paid summer camp working up to 15 hours per week.

EDUCATION

Pepperona Central High School, Pepperona LA

High School Diploma anticipated in May 2010

Sophomore, GPA 3.84

Electives: Art, Culture & Foods, Independent Living, Family Advocacy

Activities: Band and Stage Crew

SPECIAL SKILLS & INTERESTS

- Love to work with children
- Can create attractive posters and flyers using graphic software
- Able to follow written instructions
- Good with Microsoft Word, Excel, and PowerPoint
- Can do internet research using MS Explorer and FireFox
- Enjoy biographies of famous people and plays
- Travelling with family
- Manage family recycling assignments

VOLUNTEER & COMMUNITY SERVICE

Stocklerbridge Hospital, Stockler CA Ongoing

Pediatric Ward Volunteer

- Read, watch television or play games with children
- Make sure the play area is neat and toys are put away after use
- Run errands or do assignments from staff

Stockler Recreation Department, City of Stockler Summer 2007

Volunteer Camp Counselor

- Led arts, crafts, sports, games, camping and hobby workshops for groups of 8-10 year olds
- Monitored groups of up to seven children on weekly field trips to the zoo, water parks and on walking tours
- Made sure campers were dropped off and picked up safely

GOALS

Planning to study Psychology or Music as a major in college

Join the Pep Squad in Junior year