



Tips for Writing Your High School Resume

Format & Design

Keep It Concise: Limit your resume to one page until you gain more experience throughout your career.

Use a Clear Format: Use a clean layout, easy-to-read font, consistent formatting, and avoid using designs or graphics.

Exporting Your File: When you save your resume file, export it as a PDF and name it: *First Name Last Name - Resume*.

What to Include

Contact Information: Include your name, phone number, professional email address, and address at the top.

Summary: Write 1-2 sentences at the top about your student status, the type of job(s) you're looking for, and what you hope to achieve in your next role. Use this section to summarize your experience and skills as your career grows.

Experience: List jobs, internships, and volunteer work, focusing on responsibilities and accomplishments.

Extracurriculars: List your clubs, sports, or organizations, highlighting responsibilities, major projects, contributions, and achievements.

Skills: Include a skills section with both hard skills (e.g., computer proficiency) and soft skills (e.g., teamwork, communication).

Best Practices

Use Action Verbs: Start each bullet point under your experience with strong action verbs (e.g., Assisted, Organized, Developed).

Quantify Achievements: Use numbers to highlight your accomplishments (e.g., Assisted 15-20 customers per day).

Proofread: Before using your resume for job applications, check for spelling and grammatical errors, and ask another person to proofread it, too.