



**RESUME TIPS FOR
HIGH SCHOOL
STUDENTS
2020**

RESUMES TIPS FOR HIGH SCHOOL STUDENTS

Congratulations! What an exciting time as you begin your job search. One of the first steps to a successful job search is creating a resume. To assist you with this task, we've pulled together relevant resume writing tips specific to you. Consider the resume writing process a fantastic opportunity to pull together a document featuring your abilities, talents, hard work, and experiences accrued over your lifetime. Keep in mind, there isn't a "one size fit all" resume format and your resume will forever be a living document and unique to you. In an effort to help you navigate the resume writing process, we've broken down the resume into six (6) sections. We've dissected each section, offered insights specific to each section and included examples to help you create your ideal resume. Take your time and enjoy brainstorming while you pull together your resume. Use your resources and don't be afraid to ask for additional insight from your friends, teachers, counselors, mentors, family members, and people you trust.

Before we dive into the six (6) sections of the resume, the following list offers concepts to keep top of mind as you begin to pull your resume together:

1. Get your mind right. Think like an employer and put yourself in their shoes. Quickly jot down traits and skills you would require if you were hiring an employee to work for you.
2. Your resume has 7 seconds to make an impression, so always list your most relevant and important information at the top of your resume. Since you are a high school student, in most cases, your education will be the most relevant and important information. An exception to this rule is if you've completed a professional internship and/or have relevant work experience. If this is the case, consider listing your internship and/or work experience before your education.
3. Use a resume format you find visually appealing. Google Docs and Microsoft Word have several resume templates plus there are 1000s of resume examples online.
4. Keep your resume simple and easy to read. Use bullet points. Use simple font. Keep font size readable. Keep the format consistent.

5. Keep your resume to one (1) page. Your resume is simply a tool to get employers' attention so they call you for an interview. Think of a resume as a highlight reel, not the whole story.
6. Applicant Tracking System (ATS) software can have problems reading PDFs - specifically the resume fonts - so it is best to save and submit your resume as a Microsoft Word document (.docx).
7. Objective statements on resumes are outdated. Don't waste valuable resume space with an objective statement (unless the employer requests this specific information).
8. Do not list "References Available on Request" on your resume. This information is assumed so don't waste valuable resume space with this phrase.
9. Research the company plus the job you are applying for and make sure your resume reflects the job description. Take the time to dissect the job description and use similar keywords and phrasing within your resume. You will have multiple versions of your resume so don't be afraid to copy and paste and save/use different versions of your resume.

Now that you know the resume basics, let's dive into more detail. The following information breaks down the resume into six (6) sections. For simplicity, we used a resume format found in Google Docs. You are not required to use this format (remember tip number three [3], use a resume format you find visually appealing).

Your Name

SECTION - 1

123 Your Street
El Dorado Hills, CA 96762
(123) 456-7890
no_reply@example.com

EDUCATION

SECTION - 2

Oak Ridge High School, El Dorado Hills, CA

MONTH 20XX - MONTH 20XX

- GPA
- Class Rank
- Relevant Coursework:
- Attendance

WORK AND/OR INTERNSHIP EXPERIENCE

SECTION - 3

Company, Location — Your Job Title

MONTH 20XX - PRESENT

- Achievements

EXTRACURRICULAR EXPERIENCE

SECTION - 4

Name of Extracurricular Activity — Your role

MONTH 20XX - MONTH 20XX

- Achievements

Name of Extracurricular Activity — Your role

MONTH 20XX - MONTH 20XX

- Achievements

SKILLS

SECTION - 5

Relevant skill

Relevant skill

Relevant skill

Relevant skill

AWARDS

SECTION - 6

Award added brief
detail about the award

Award added brief
detail about the award

Award added brief
detail about the award

SECTION ONE (1) - CONTACT INFORMATION

This section is used to list your personal contact details.

1. Include your name. If you go by a nickname, make sure to include it in quotes.

Example:

- a. Christopher "Chris" Columbus

2. Include your address. At a minimum include your city, state and zip code.
3. Include one (1) phone number. Include a phone number you would like a potential employer to call you. Make sure your voicemail is professional. Also, make sure your voicemail box is empty so a potential employer can leave you a message.
4. Include one (1) email address. Include an email address you would like a potential employer to send you an email. Make sure your email address is professional. Make sure to check your email inbox daily, this includes your junk/spam inbox.
5. Consider including your social media account(s) **ONLY** if your accounts are professional and show off your talents/abilities.
6. Clean up **ALL** your social media accounts. Delete **ALL** inappropriate posts and tweets.
7. Conduct an internet search using your name and see what information pulls up. Trust us, employers are using the internet to research you.

SECTION TWO (2) - EDUCATION

This section is used to highlight your education. Remember, the most important and relevant information should always be listed at the top of your resume. On average, an employer spends roughly 7 seconds reviewing a resume so you need to wow them quickly. Since you are a high school student, your high school education will typically be the most important and relevant information at this stage of your career.

1. Include the name of your high school, as well as the city and state.
2. Include the dates of attendance.

Examples:

- a. Anticipated graduation date, i.e. Class of 2020
 - b. Start date and graduation date, i.e. August 2015-May 2019
 - c. If you are still in high school, start date and “present”, i.e. May 2019-Present
3. Include your GPA if it is 3.0 or above. If your GPA isn't ideal then don't include it; however, if you are a straight-A student in math (or any other subjects) consider including your GPA in Math.
 4. Include relevant coursework. The coursework you include should be very specific to the job you are applying for, so this information will change depending on the job(s).

Example:

- a. You are applying to work at a local fitness center. Relevant coursework would include classes like Life Fitness, Personal Fitness Training, Biology, Human Physiology, etc.
5. Include your attendance record if it is perfect or near perfect.
 6. Is there anything else you've accomplished specifically related to your high school education? Did you take AP classes? Did you excel in a specific subject(s)? Did you take classes at a local college? Were you a Teacher's Assistant? Did you receive teachers' accolades? Take some time and really think about your high school career. Can you think of any additional accomplishments you are proud of and speak to your abilities. If you can, make sure to include this relevant information within your resume.

SECTION THREE (3) - INTERNSHIP AND/OR WORK EXPERIENCE

This section is used to highlight your internship and/or work experience. In some cases, you may list your internship and/or work experience before you list your high school education. Employers are typically more interested in your work experience, so if you've had a professional internship or part-time/full-time job consider listing this information before your high school education. Remember, the most relevant and important information always goes in the top section of your resume.

1. Include the company name, as well as the city and state.
2. Include your job title
3. Include your start and end date. If you are currently employed then list the start date and the word "present" instead of an end date.
4. Include your achievements. The following formula/concept is great advice provided by recruiters at Google. When listing your achievements follow the following formula: "Accomplished [X] as measured by [Y], by doing [Z]". Really focus on listing your accomplishments, use quantitative data and describe your impact.

Examples:

- a. Filed five (5) years worth of receipts in two (2) hours by creating a new efficient scanning process.
 - b. Sold \$1500 worth of Spiritwear T-shirts in one (1) day by networking with 500+ patrons during a local football game.
 - c. Increased sales 25% by creating a simple online form that allowed customers to quickly import their orders.
5. Keep in mind, your resume should not be a list of job duties. Your resume is a document highlighting your accomplishments. Your resume simply needs to pique the employer's interest so they call you for an interview. Again, think highlight reel, not the whole story.

SECTION FOUR (4) - EXTRACURRICULAR EXPERIENCE

This section is used to highlight activities you are or have been involved in over the years. The following list is a few suggestions of extracurricular activities to help you begin brainstorming (this is not a complete list):

- ❖ Community Service/Volunteer Experience
- ❖ Sports
- ❖ Music
- ❖ Clubs and Organizations
- ❖ Hobbies

1. Include your extracurricular activities that are relevant to the position you are applying for. The extracurricular activities you list may vary from job to job.
2. Include your role(s) with each extracurricular activity, specifically if you were/are in a leadership role.
3. Include the start and end date (month and year) you were involved with each extracurricular activity. If you are currently participating in the extracurricular activity then list the start date and the word “present” instead of an end date.
4. Include achievements you’ve attained while participating in your extracurricular activities. Again, use the formula “Accomplished [X] as measured by [Y], by doing [Z].”.

Examples:

- a. Won 1st place, out of 150 participants, at a regional high school art show by submitting a ceramic piece that required 40+ hours to complete.
- b. Raised \$500 for XYZ charity in two (2) days by going door-to-door in El Dorado County asking for donations.
- c. Awarded MVP, out of 19 players, by encouraging the team and hitting a home run to win the championship game.

SECTION FIVE (5) - SKILLS

This section is used to highlight the hard skills you've attained and developed over the years. These skills can be any you've gained from participating in school, clubs, sports, charities and/or on the job, etc. Again, brainstorm and really think about the various skills you've mastered over the years. The following list is a few suggestions of hard skills to help you begin brainstorming (this is not a complete list):

- | | | |
|--------------------------|--|----------------|
| ❖ Microsoft Office Suite | ❖ Google Analytics | ❖ WPM |
| ❖ Social media | ❖ Adobe Creative Suite (Photoshop, InDesign, etc.) | ❖ Carpentry |
| ❖ HTML | ❖ Android Development | ❖ Quickbook |
| ❖ Foreign language | ❖ iOS App Development | ❖ Scorekeeping |
| ❖ Database management | | ❖ Photography |
| | | ❖ CPR |

1. Include the skills you possess that are relevant to the position you are applying for. The skills you list may vary from job to job.

Examples:

- a. 70 WPM
 - b. Microsoft Word, Excel and Powerpoint - 7 years experience
 - c. Google Docs, Sheets and Slides - 5 years experience
 - d. Bilingual English and Spanish
2. Need more ideas of skills to beef up your hard skills section? Conduct an internet search for "hard skills" and review several sites to gather additional ideas.

SECTION SIX (6) - AWARDS

This section is used to highlight the awards and accolades you've received over the years. Again, these awards can be from school, clubs, sports, volunteer and/or work experience, etc.

1. Include the name of the award(s) you've received that are relevant to the position you are applying for. The award(s) you list may vary from job to job.
2. Include the date(s) you received the award(s)

Examples:

- a. Student of the Month - March 2020
- b. AP Scholar - 2016-2020
- c. Volunteer of the Year - 2019
- d. Perfect Attendance Award - 2019-2020

3. Need more ideas of awards to beef up your awards section? Conduct an internet search for "high school awards" and review several sites to gather additional ideas.

PROOFREAD, EDIT, AND SUBMIT

Once you've pulled your resume together now it is time to proofread, proofread, proofread...did we mention proofread? Forward your resume to a minimum of three (3) different individuals you trust and ask them to proofread your resume. Keep in mind, you'll receive many different opinions and various feedback related to resume writing. We encourage you to graciously accept all feedback, but also remember, this is your resume. Your resume is a reflection of you and there is no such thing as a perfect resume. If you are excited about your resume, your document is free of spelling and grammatical errors, and you've followed the above steps, then you are ready to submit your resume to potential employers. We wish you much success as you pursue your career goals. Happy job hunting!