



Résumés That Rock



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Tips

- 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 retail 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.

What should I write?

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 & 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.

Ask for Recommendations

Ask teachers, coaches, volunteer supervisors and activity advisors for written recommendations when you develop a positive relationship. You could create a simple personal website with copies of these recommendations and place a link to the site on your resume. You can also bring paper copies of recommendations with you when you visit employers and speak with managers.

Previous tips © Alison Doyle, *Job Search Guide for About.com*

How should it look?

Contact Information

It is essential to have your contact information available on your resume. Write your name, postal address, telephone number and email address as a header on the top of your resume. Be careful what email you choose to use. It shouldn't sound unprofessional. If you are worried that your email is unprofessional sounding, make a separate email account for work-related purposes. The standard format for an email would be, firstnamelastname@emailserver.com. Your contact information should be in bold and a smaller font than the rest of your resume.

Goal and Objective

- Mention what your objective or goal is. Tailoring an objective to a particular job or application may be beneficial. It shows that you are interested in that specific job for a reason. However, you can put a general objective that will apply to all your job applications. Have the word "Objective" in capitals and bold.

- After your objective, you need to write your educational background. Write down your school and what year you are currently in. You can also write when you are expected to graduate. If you have a GPA 3.0 or higher, make sure to include that as well. Having high grades shows that you are a studious and responsible person.

Experience

Add another section and title it as "Experience." Write down whatever recent work experience you have. Include the title of the position, the company or organization you worked for, its location, your time of employment and job description. If you have no professional work experience at all, write down volunteer work that you have recently done. This can include volunteering at your old grammar school or a charity event. Any experience will be helpful. For every new job experience, make a new bullet point to signify that it's a different job.

Extracurricular Activities

Include any after school programs or clubs you are currently in. This gives the employer a feel for what you are currently passionate about. Write down any special achievements you have received as well. For instance, if you are a part of the National Honor Society, make sure to include it. If you are captain of your sports team, you should include this as well. These particulars will help you stand out from the rest.

References

Conclude your resume with references. These references should be professional relationships. Do not include your parents or friends, rather include a teacher or former boss. Provide their name and also a number where they can be reached. You should also include their relationship to you professionally. Make sure that tell your references you will be using them so they expect a call.

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