

HOW TO BUILD THE ULTIMATE HIGH SCHOOL RESUME

Most students make boring resumes that get ignored. They list GPA, random clubs, and “great teamwork skills” with no proof.

Colleges, internships, and jobs don’t care about fluff. They want to see:

- Impact → Did you do something meaningful?
- Skills → Can you actually contribute?
- Growth → How have you improved over time?

Here’s how to build a powerful resume that makes people say “We NEED to hire this student!”

STEP 1: USE THIS SIMPLE RESUME FORMAT (NO OVERTHINKING)

Your resume should be one page, clean, and easy to skim. Use Canva or Google Docs to make it.

- **Sections Every Resume Needs:**
 - Contact Info → Name, email, LinkedIn (optional)
 - Education → High school, GPA (only if above 3.5)
 - Experience → Internships, jobs, personal projects
 - Extracurriculars & Leadership → Clubs, sports, volunteering
 - Skills → Anything relevant (coding, social media, writing, etc.)
 - Awards & Certifications → Scholarships, competitions, online courses

PRO TIP: No experience? Replace “Experience” with “Projects” (more on this below).

STEP 2: INCLUDE IMPRESSIVE EXPERIENCE WITH QUANTITATIVE DATA TO BACK IT UP

DON’T’s:

- “Worked at a café”
- “Member of the coding club”
- “Babysat kids”

DO’s:

- “Managed cash register & served 50+ customers/day, improving efficiency”
- “Led a coding team to develop an app used by 200+ students”
- “Provided childcare for 3 families, improving communication & responsibility”
- Formula: [Action Verb] + [What You Did] + [Impact]

STEP 3: MAKE YOUR SKILLS SECTION POP (NOT GENERIC!)

DONT’s:

- “Good with people”
- “Microsoft Word”

DO’s:

- **Technical Skills:** Python, Canva, SEO, Photoshop, Excel
- **Soft Skills:** Public speaking, leadership, project management
- **Industry-Specific:** Video editing, marketing, UX design, research

PRO TIP: Tailor your skills to the job or internship you’re applying for.

STEP 3: NO EXPERIENCE? NO PROBLEM. CREATE YOUR OWN!

You don't need an internship to have a strong resume. Build your own experience!

Start a Small Project (looks like work experience!)

- Created a personal blog? → "Published 10+ articles on [topic], gaining 5,000+ views."
- Designed an Instagram page? → "Grew an account to 2K+ followers, creating viral content."
- Launched a fundraiser? → "Raised \$3,000 for local shelters through social media outreach."

Take Free Online Courses (adds credibility)

- HarvardX, Coursera, Udemy → Earn certifications in coding, business, etc.
- Example: "Completed HarvardX's Computer Science Course, developing Python & web dev skills."

Freelance or Volunteer

- Help a small business with social media or design → Counts as experience!
- Offer tutoring → "Tutored 5 students, improving grades by an average of 15%."

PRO TIP: If you list a personal project, add a link to it (portfolio, blog, website, etc.).

STEP 5: ADD AN "AWARDS & CERTIFICATIONS" SECTION

Even small achievements make you stand out.

Examples:

- Competitions: Science fairs, hackathons, debate tournaments
- Scholarships: Even \$500 scholarships show achievement
- Online Certifications: Google Analytics, coding bootcamps, etc.

PRO TIP: If you don't have awards yet, apply to small competitions NOW—even local ones!

STEP 6: USE A PROFESSIONAL DESIGN

Your resume should be:

- One page
- Easy to read (simple fonts, clear sections)
- Visually appealing (but not too fancy)

Use these free templates:

- Canva Resume Templates
- Novoresume
- Zety Resume Builder

PRO TIP: Save your resume as PDF (not Word) before sending it anywhere.

STEP 7: FINAL RESUME CHECKLIST

- Does every bullet point show impact? (If not, rewrite it.)
- Did you remove fluff like "hardworking" & "team player"?
- Do you have numbers or results where possible?
- Is it one page, clean, and PDF format?

FINAL THOUGHTS

- Most students create generic resumes. But now, you have a resume that actually gets noticed.
- Need more opportunities? Check out Pathway Interns for free internship listings across various fields of interest!