

High School Student Resume Worksheet

Use the resume worksheet to brainstorm and organize information for your resume.

IDENTIFYING INFORMATION

Name: _____
Current Address: _____
City: _____ State: _____ ZIP: _____
Home Phone: _____ Work (or Cell) Phone: _____
Email Address: _____ Website: _____

CAREER OBJECTIVE

A good career objective is essential. It should serve as the focal point of your resume, indicating what sort of job you are seeking, and what experience/skills you have to offer. It should be broad enough to cover any suitable employment, yet specific enough to indicate that you have a specific position in mind. You can change your career objective depending upon the job you are applying for. See the sample resumes for ideas. Some questions you may want to answer are:

- What kind of employment do you want? Internship, coop, full-time, part-time
- What type of position do you want? Customer services, sales etc.
- Is there a particular industry you want to work in? retail, hospitality, healthcare etc.

Which objective style do you want on your resume?

Formula 1: Focus on the kind of position you want. *Example: Seeking a full-time position as an Administrative Assistant.*

Seeking a position as a _____.

Formula 2: Focus on the field or industry in which you are interested in working. *Example: Seeking an entry-level position in the Healthcare field.*

Seeking a position in the _____ field.

Formula 3: Focus on your skills/abilities. *Example: Seeking a position that will utilize my communication, data-entry skills, and my strong work ethic.*

Seeking a position that will utilize my _____, _____, and _____ skills.

Below are a few example phrases you could use for each section.

Position: This describes the level position or the type of work you are seeking.

Entry Level	A Specific Title (Warehouse Associate)
Internship	The name of a field (Administrative)
First, Second, or Third Shift	Professional
Part-Time	

Field: This describes the career field, industry or department you are seeking.

Accounting	Customer Service	Financial
Administrative	Educational	Food Service
Culinary Arts	Engineering	Health and Beauty

Healthcare
Human Resources
Information Technology
Manufacturing

Marketing
Mechanical
Medical
Sales

Truck Driving
Warehouse/Industrial
Welding

Skills/Experience: These are your most outstanding strengths and abilities. These can also be used in your Summary of Qualifications. See the Skills Identification Checklist for help in identifying your unique and special skills.

Data Entry
Work Ethic
Computer Skills
Problem Solving Ability
Organizational Ability
Leadership Ability
Financial Knowledge
Proven Success Record
Public Speaking Ability
Certifications

Accuracy
Specific Educational Background
Innovative Ideas
Results Oriented
Logical Thinking Ability
Planning Skills
Self-Starter
Specific Trade Skills
Excellent Attendance Record
Creativity

Follows Instructions
Ability to Learn Quickly
Maturity
Dependability
People Skills
Communication Skills
Enthusiasm
Persistence
Observant

EDUCATIONAL BACKGROUND

As a high school student, you will list the name of your high school and expected date of graduation on your resume. Generally, once you begin college or technical school, you can omit your high school information because it is assumed you have completed high school or obtained your GED. If you have taken, or are taking, college-level courses or vocational/technical training, you can list that first.

Name of school: _____

City and State of school: _____

Expected Graduation Date: _____

GPA (optional): _____

PART-TIME EMPLOYMENT & SUMMER JOBS

As a student you probably do not have much experience directly related to your career objective. That's okay! You may have held part-time or summer jobs, and believe it or not, through those experiences you have developed valuable transferable skills that employers like to see in applicants. It also shows that you have held a job for a certain amount of time, demonstrating your work ethic and ability to manage your time between school and work.

The top skills and qualities of the perfect candidate are:

Communication Skills (verbal & written)
Honesty/Integrity
Interpersonal Skills
Motivation/Initiative

Strong Work Ethic
Teamwork Skills
Analytical Skills
Flexibility/Adaptability

It can sometimes be challenging to describe these job tasks on your resume. When doing so, think about the top skills listed above and how you developed these skills through your part-time work.

EXPERIENCE

When describing your responsibilities and accomplishments, try to highlight areas that are specifically relevant to the type of position you are seeking. Start each description with an action word (see list of action words on page 7).

Name and city/state of company: _____

Job Title: _____

Date From: (Mo/YR): _____ Date To: (Mo/YR): _____

Description of responsibilities and accomplishments (Write your experiences in bullet statements):

Example: Responsible for sorting 1,000 small packages each hour of operation.

- _____
- _____
- _____

Name and city/state of company: _____

Job Title: _____

Date From: (Mo/YR): _____ Date To: (Mo/YR): _____

Description of responsibilities and accomplishments (Write your experiences in bullet statements):

- _____
- _____
- _____

Name and city/state of company: _____

Job Title: _____

Date From: (Mo/YR): _____ Date To: (Mo/YR): _____

Description of responsibilities and accomplishments (Write your experiences in bullet statements):

- _____
- _____
- _____

ACTION WORDS

Use action words to describe your experience and accomplishments. You should use present tense (i.e. “manage” or “collaborate”) when describing tasks that you are still doing. Use past tense (i.e. “managed” or “collaborated”) when describing tasks that you are no longer doing.

- achieved
- acquired
- adapted
- addressed
- administered
- analyzed
- anticipated
- assembled
- assisted
- audited
- budgeted
- calculated
- centralized
- changed
- collaborated
- composed
- condensed
- conducted
- constructed
- contracted
- converted
- coordinated
- created
- cultivated
- demonstrated
- designed
- developed
- devised
- discovered
- doubled
- drafted
- edited
- eliminated
- enforced
- established
- evaluated
- expanded
- explained
- forecasted
- formed
- founded
- generated
- guided
- hired
- implemented
- improved
- informed
- insured
- interpreted
- interviewed
- launched
- maintained
- managed
- marketed
- minimized
- motivated
- negotiated
- obtained
- operated
- organized
- originated
- oversaw
- performed
- planned
- prevented
- produced
- programmed
- promoted
- provided
- publicized
- published
- recruited
- reorganized
- reported
- researched
- resolved
- reviewed
- selected
- separated
- set up
- simplified
- solved
- surveyed
- staffed
- supervise
- taught
- tested
- trained
- used

OTHER INFORMATION

Merit Scholarships, awards, honors, achievements (include dates) **and languages you are fluent in.** Example: Honor Roll, Fall 2002 & Spring 2003; Fluent in Spanish, Perfect Attendance Award 2003, etc...

Co-curricular activities (sports, clubs, volunteer activities, etc.) List full name of organization, include dates, and include offices/positions you have held if applicable. Example: Norton’s Suburban Hospital, Volunteer, Summer 2003

Computer skills

Example: Proficient in Microsoft Office, including Word, Excel, and PowerPoint

REFERENCES

It is fine to write "Reference available upon request" (see sample resume). However, you need to be prepared to present references in the event an employer requests this information. You should prepare an extra sheet of the same high-quality paper as your resume to be used as your reference page. You should be sure to put your contact information at the top of the page, preferably using the same header as is on your resume (see example). When thinking of references, consider supervisors you have worked for and professors that you know in your discipline. Do not list friends or family as your reference. Remember, you must ask someone to serve as a reference before you can list him/her as one. Use this opportunity to network. Let your reference know that you are looking for a position, the kind of position you are looking for, and ask if they have ideas on how to find one. Also, provide your reference with a copy of your resume so that he/she can speak about your qualifications when asked.

Name: _____ Title: _____

Company/Institution: _____ Dept.: _____

E-mail: _____ Phone: _____

How you know them: _____

Name: _____ Title: _____

Company/Institution: _____ Dept.: _____

E-mail: _____ Phone: _____

How you know them: _____

Name: _____ Title: _____

Company/Institution: _____ Dept.: _____

E-mail: _____ Phone: _____

How you know them: _____