

Resume Assignment

As a high school student, you may think that you don't need a resume until you are about to graduate from college and begin your search for a full-time job. However, high school students need resumes just as much as college students do. From getting into college to obtaining a part-time job, a resume is essential because college recruiters and employers alike want to see a brief summary of your abilities, education, and experiences. Any potential employer, admissions counselor, and/or volunteer recruiter should be able to derive three (3) skills and three (3) experiences that would make you unique to the position you are applying for.

Directions for completing a Resume:

1. Review the tips for each section of the resume on page 2 and the tips on page 3 for properly writing a resume.
2. Review the sample resumes on page 5-9. Decide what you do and don't like. Enter what you do and don't like on the top of page 5 -7 in the boxes provided. This will help you decide what you don't and do want on your resume. Look at the formatting, the section headings and how the person entered his/her data.
3. Use page 4 and draft your ideas of what you will enter for each section of your resume.
4. Go to Google Docs and create a typed resume using the tips within this manual, what you liked from the samples, and apply them in your resume.
5. After completing your resume, print it.
6. Give the printed draft or your resume to partner in class to review. If they find any errors or recommendations, they should write them on the printed resume.
7. Have the student sign and date the draft resume and you attach it to this packet.
8. Go back to Google Docs and update your resume with any changes.
9. Go to google classroom and mark the assignment as done, and attach a digital version of your resume.
10. Hand this packet into the inbox for this hour.

Important TIPS By section when composing your resume:

- **Heading:** Your contact information: Name, home address, phone number and email address.
- **Resumes should be no more than one page.** Your high school resume should never be longer than one page. There are several sections that can be included. These are as follows and in this order.
- **Objective:** Customize your objective as it lets potential employers know your main goal. For example, your objective may be "To obtain a part-time sales position where I will learn valuable work skills needed to meet my future career goals." Or to earn money to pay towards payment of college.
- **Education:** List your education and include the name of your school, location, graduation or expected graduation year, and your GPA (you may not want to include GPA if it's not above 3.4)
- **Work Experience:** or **Experience:** List the most recent work experience to least recent. Include your job title, the company you worked for, the month and year you started and month and year you ended employment. Use present as your end date if you still are employed there. Ex: June 2020- present.

What If you do not have any work experience? If not, consider listing volunteer work and/or school-related experiences and label this section **Experience:** From volunteer work to extracurricular activities (such as clubs or sports), you should include all previous experiences that illustrate your work ethic and your ability to participate in team-based activities. Be sure to highlight any leadership experience you earned within those roles. Anything that might be considered a task associated with the work environment is fine to use on your resume.

- **Skills & Abilities:**

List the skills and abilities you possess or feel are your strengths. Use action nouns that are keywords to list your skills. Note: many companies use applicant-tracking software, which scans resumes for keywords (action nouns) relating to skills, training, degrees, job titles and experience. Make sure your resume gets through this preliminary screening... use the same key words on your resume as the qualifications listed on the company's job posting but only use the qualifications/keywords that you actually possess.)

- **Awards:** List your accomplishments. Accomplishments are probably the most important things you can list on a resume because it shows that you worked hard, were involved and got things done.

Formatting Rules of a Resume:

- **MUST BE ERROR FREE AND EASY TO READ**
- **One page.** Keep your resume to one page.
- **Section headings** are on a line of their own and should stand out. They can be bold, all caps, and one size larger in font than the body of the material (your body is size 12, then headings in size 14). They can even be a slightly different font than the rest of the document. They are best starting at the left margin.
- **Font:** The most common font to use is **Times New Roman**, in black and size 12 points. Other **fonts** to consider include: Arial, Tahoma, Century Gothic, and Lucida Sans.
- **Section details or known as the body of each section:** should be indented .5 inches at most from the left if your headings are at the right. **Keep body font size** to 10, 11, or 12 point and set margins to no less than 0.5 inch all around. It is recommended as a new worker, or young worker, to start with size 12 font on the body so as to fill up some space on the resume. As you become more experienced, you can shrink to smaller fonts if needed.
- **Use Bullets:** When entering details within a section, use brief statements in the form of bullets except for the objective should be a full sentence. Use as few words as possible
- **Begin skills with an Action Noun:** Enter bullets for skills and abilities using an action noun. Keep in mind not to use the same one twice if possible. Especially do not use it over and over again. Go to <https://www.indeed.com/career-advice/resumes-cover-letters/action-verbs-to-make-your-resume-stand-out> for a list of words or Google Indeed resume action nouns

Tip: when writing a skill, start by just listing each how you would say it. Then edit each one after you made your list to start with the action noun, in bullet format, and reducing the number of words. In Word (possibly google docs) right mouse click on a word and look for the synonym so not the same all the time. However, it must be something you understand so you can explain it if questioned.

- **Do not use the word “I”** or other first-person pronouns.
- **Use past tense** in describing past positions and **use present tense** for your current position(s).
- **Be consistent** in your use of punctuation and formatting throughout the document. For instance, either use periods at the end of all your bullets or not. The section headings should be the same size, same font, and bold or not bolded
- **Use keywords** that employers are using in their job descriptions
- **Proofread** several times to catch typos and misspellings
- **Always print in on resume paper** (card stock paper)

Directions: In pen or pencil, list some ideas for each section below for creating a Resume. If you want to change a section title name, cross off and write above! After you have a draft, type this in Google Docs as your First Name followed by Resume. Review that attached samples for ideas.

Don't forget
your section
heading at top

OBJECTIVE

EDUCATION

WORK EXPERIENCE

SKILLS & ABILITIES

AWARDS & CERTIFICATES

EXTRACURRICULAR ACTIVITIES

REFERENCES: Available Upon Request

Review the resume below: List what you like and don't like about it.

JUNIOR STUDENT NAME

1234 Street North Tacoma, Washington 99999 (253)555-5555 | [firstlastname@email.com](mailto:firstname.lastname@email.com)

OBJECTIVE

To obtain a part-time position while completing high school credit. EDUCATION

Junior - Anticipated Graduation June 2014

Curtis Senior High School, University Place, WA

Aug 2011 - Present

WORK EXPERIENCE

Child Care Provider

The Downing Family, Tacoma, WA

Jun 2010 - Present

- Supervise 4 children under the age of 11 on occasional weekends and during school breaks
- Responsibilities include children's safety, food preparation, play activities and tutoring

Waitress/Server

Merrill Gardens, Tacoma, WA

Jun 2011 - Dec 2011

- Primary responsibilities included taking orders, explaining menu items, delivering food and beverage orders, and clearing/setting tables
- Provided prompt and courteous service
- Assisted co-workers to improve workflow and customer service

VOLUNTEER EXPERIENCE

Youth Volunteer

Point Defiance Zoo & Aquarium, Tacoma, WA

Jun 2011 - Present

- Setup and maintain activities for visitors;
- Work with children in the summer camp programs
- Assist with live animal presentations
- Over 200 hours of community service completed to date

Volunteer

Big Brother Big Sister, Tacoma, WA

Oct 2012 - Present

- Responsible for mentoring a youth one-on-one, on a weekly basis
- Assist with homework, play activities, support positive choices and help develop effective communication skills

SKILLS & ABILITIES

- Computer skills include Microsoft Word, Excel, PowerPoint and Adobe Photoshop
- Ability to prioritize and manage time well; accept responsibility and make decisions effectively

REFERENCES

- Available upon request

Review the resume below: List what you like and don't like about it.

Junior Student Name

1234 Street North Tacoma, Washington 99999 C2531 555-5555 1 firstlastname(a).email.com

Career Objective

To obtain a part-time barista position at Coffee Beans while completing high school credit. **Education**

Junior, Curtis High School, University Place, Washington • Anticipated graduation June **2014**

Aug **2011** - Present

Oct **2011** -Nov **2012**

Barista, The Coffee Press, University Place, Washington

- Prepared quality beverages for customers
- Responsibilities included cash handling and cash registry; customer service; inventory; quality control; and followed health, safety, and sanitation guidelines

Child Care Provider, The Johnson Family, University Place, Washington

Jan **2010**-Aug **2012**

- Supervised three children under the age of **10** on weekends and during school breaks
- Responsibilities included children's safety, food preparation, activities and tutoring

Volunteer, United Way, Tacoma, Washington

May **2010**-Present

- Participation in various events including food bank distribution, neighborhood clean-up projects, and several events for fundraisers
- Over **200** hours of community service completed to date

- CHS Student of the Month (Feb 2013)
- National Honor Society (June 2012)
- Academic Honor Roll (June 2012)
- CPR & First Aid Certificate (March 2012)

Skills & Abilities

- Adobe Photoshop, Microsoft Office, Outlook, Paint Shop
- Able to Multitask, Creative, Good Communicator, Organized, Team Player
- Fluent in French & Spanish

Extracurricular Activities

- Yearbook, Volleyball, French Club

Review the resume below and on the next 2 pages. List some things you like and don't like?

Your Name

Ygnacio Valley | Deer Valley | Richmond High Schools

e-mail: xxxx@gmail.com

OBJECTIVE: To obtain a position in the automotive service industry.

EDUCATION: Hoover High School San Diego, CA
Expected Graduation Date June 2008
Grade Point Average 3.0

EXPERIENCE: **Food Service Worker**
McDonald's Restaurant Present-September 2004
San Diego, CA

Provided excellent customer service, operated cash registers, maintained a sanitary work area, prepared food and refilled lobby items as necessary.

VOLUNTEER WORK: **Rowan Child Development Center** Summer 2005

Performed office work, such as data processing.
Provided childcare services and general help as necessary.

AWARDS: **Airplane Construction** Summer 2004

ACTIVITIES: Hoover High School Baseball Team 2004-2002
HOSA Club 2002
Mid City Police Department Volunteer Summer 2005

REFERENCES: Available upon request.

HIGH SCHOOL STUDENT RESUME

Youremail@gmail.com

Phone

City, State

LinkedIn URL, Website

Motivated student (3.6/4.0) who demonstrates strong work ethic and creative ability. Seeking to apply my graphic design skills and artistic drive as a summer intern at your company. Will leverage proven experience as a competent designer to contribute to company goals and needs.

EDUCATION

Santa Monica High School, Santa Monica, CA

Senior

- **GPA:** 3.6 / 4.0
- **Relevant Coursework:** Intro to Graphic Design, AP Art, Yearbook, Computer Applications
- **Honors:** Member of the National Honors Society and National Art Education Association
- **Clubs:** Yearbook Club, Santa Monica Newspaper, Spanish club

MAJOR ACHIEVEMENTS

Yearbook Club

Yearbook Design Team Lead

2015 - Present

- Created a Yearbook logo designed to incorporate school mascot and colors; opted to use coated paper in 2016, which improved photo quality and increased profits by 5%
- Arrange all club photos and pages to correspond to yearbook theme
- Trained and supervised 2 sophomore students in graphic design

Santa Monica Newspaper

Graphic Designer

2015 - Present

- Procured advertising for school paper, saving organization 25% in costs
- Edited and curated photos used for school paper; increasing readership by 15%
- Custom design page layouts to fit articles, photos, and advertisements into strict format
- Contributed to school's online publication by designing page layouts to accommodate mobile screens

ADDITIONAL SKILLS

- Proficient in Photoshop and Adobe Creative Suite
- Basic knowledge of HTML
- Basic knowledge of Adobe Dreamweaver
- Great photographer
- Keen eye for aesthetics with good understanding of image gradients
- Intermediate speaking level in Spanish

AWARDS, HONORS, AND HONORARY MENTIONS

- Nominated for Macmillan Prize for Illustration in 2016
- Submitted artwork to Ocean Awareness Student Art Contest 2016
- Came in 2nd place in the Applied Arts 2016 Student Awards for submitting graphic design work under the category of Advertising

SUZIE STUDENT

OBJECTIVE

- Seeking part-time retail sales clerk/cashier position

SUMMARY OF QUALIFICATIONS

- Customer-focused self-starter with proven client services skills
- Energetic, hard-working achiever and communicator, with strong listening skills
- Quick learner, eager to learn and follow directions
- Excellent team player who thrives in teamwork situations
- Responsible and reliable, with record of professionalism

EDUCATION

- *High School Diploma*, Kettle Falls High School, Kettle Falls, WA, expected May 2015

HONORS AND DISTINCTIONS

- Earned Stevens County Superintendent's Scholar Award, 2014
- Achieved Honor Roll, Kettle Falls High, 2013-2014
- Earned Varsity Letter, Kettle Falls High Soccer Team, 2012-2014

WORK HISTORY

Bagger, *Super One Foods*, Colville, WA, Summer 2014

- Prepared bagged groceries to customer specifications
- Assisted in loading groceries to customer vehicles
- Secured shopping carts and other key supplies
- Provided customer service to average of 60 customers per shift

Babysitter, *Suzie's Babysitting Services*, Kettle Falls, WA, 2010 to present

- Maintain satisfied clientele of 10 families
- Provide quality care for children aged newborn to 12 years
- Manage all aspects of business

COMMUNITY SERVICE

- Supplied 40 community-service hours at Parkview Senior Living, retirement community, Sept. to Oct. 2013
- Donated more than 100 hours to Northeast Washington Fairgrounds, Fall 2012 and Spring, 2013
- Contributed more than 120 volunteer hours to Columbia River Christian Academy Summer Camp, Summer 2013
- Provided 10 volunteer hours to Columbia River Cleanup, Summer 2012