

Resume starter

Student instructions

Have you created a resume before? If you don't have much (or any) formal work experience yet, it can be tough to know where to start. But you can still write a stand-out resume!

A high school student's resume tends to include these sections:

- Contact details
- Objective
- Education
- Skills
- Work and volunteer experiences
- Awards and achievements
- Activities and interests

How would you impress a potential employer?

- 1 Check out these 2 articles for great resume writing tips. After reading each article use the checklists to see if you're ready to draft or update your resume:
- 2 [How to write a high school student resume](#), written by Susan Shor, Content Writer & Editor

I know...

- how an **Application tracking system** works and what types of workplaces use them.
- how to use the first section of my resume (known as your objective) to exhibit my personality.
- an expert tip to ensure my resume is professional-sounding.
- what the most important skills for entry-level employees are.
- how to think creatively about the skills I've learned in school for my resume.
- how to expand the education section of my resume to include keywords.
- the right way to list my experiences on my resume.
- the experience section can include more than just jobs at this point in my life.
- what is in my best interest when formatting my resume.
- what the most common resume errors are.

[Resume formats](#), written by Paul Drury, Content Specialist

I know...

- the difference between chronological, reverse chronological, functional, and hybrid resume formats.
- the basic information to include in all types of resumes.
- how to select the correct format for my own resume.

- 3 Now is your turn to showcase your aptitude for a job you're interested in applying to. This task might seem daunting, but one of the best ways to get started on your resume as a high school student is to use Xello's **Resumebuilder** to help you develop and format it. Before jumping into writing your resume, you might want to check out [Building a resume with Xello](#) [Crear un currículo con Xello](#).
- 4 Access **Resumebuilder** from your **About me** section in Xello and use the built in **Tips and samples** along the way. You can also review the same resume dos and don'ts tips on this [handout](#):
- 5 Remember, a strong resume:
 - make it easy for employers to get in touch with you.
 - are clean and simple so employers can focus on the content.
 - tend to be 1-2 pages, with a summary of only related work experience.

Resume starter

- indicate why you'd be a good fit for the job opening.
 - are free of typos and errors, proving that you proofread carefully.
 - offer proof of how you contributed in previous experiences.
- 6 Once you've updated your resume in Xello, you can choose to download it as a formatted PDF or the Rich Text Option if you'd like to change section headings or design the layout yourself.
 - 7 Upload your resume to the **Assignment** in Xello and keep an eye out for feedback from your teacher.

Tips for each section of your resume:

Do

Don't

Contact details

- Give an email and phone you check often.
- Double check that everything is correct.

- Use a silly or rude email address

Objective

- Highlight 2 or 3 of your top skills.
- Consider tailoring the objective to the job you're applying for.

- Write more than 3 sentences.
- Worry about being too specific if you don't have an exact job in mind.

Education

- Add the full name of your current school.
- Include a good GPA or top course grade, if it applies.
- Consider including electives without listing a grade.
- Add other education experiences, such as dual credit or online courses.

- Use a nickname or short form for the school.
- Include a lower GPA or course grade.
- Add your elementary school.

Skills

- Think about the skills employers would value. Aim for 3-6.
- Consider adding descriptive words, like "excellent", "strong", or "advanced".
- Think about matching your skills to the job you're applying for.

- Add a long list of skills.
- Include skills you're not strong in.
- Worry if you haven't built skills through job experience. You've learned lots of skills in school!

Work and volunteer experiences

- Include any part-time or summer jobs, co-ops, or internships
- Add informal work experiences, like cutting lawns, tutoring, babysitting, or tree planting.
- Craft points that highlight your skills
- Use active language when describing your experiences, like "performed", "built", or "organized".
- List each position as a separate entry, even if it's with the same employer.
- Think about any volunteer work you've done, no matter how informal.
- Consider adding short-term experiences. Even a day of volunteering counts!

- Be modest. This is your chance to show how you shine!
- Miss the chance to show how you added value to the organization. Use numbers to do this if possible.
- Use present tense if the position is over.
- Forget to capitalize job titles when appropriate.

Awards and achievements

- List academic or extracurricular awards.
- Include leadership roles, sports trophies, or anything you are proud of.
- Consider adding the date or year you earned the award.

- Add every award you've ever received. Stick to the highlights!
- Include silly or joke awards.
- Add really old achievements.

Activities and interests

- Add only your passions and top interests.
- Consider adding the hours you spend on it.
- Think about adding interests related to the job you're applying for.
- Include any more than 6 interests.
- Add common interests like hangout with friends. This is your chance to stand out!
- Forget to show a glimpse of your personality.