Creating a Resume for Teens

A resume is a document that allows you to market yourself to employers. The primary purpose of a resume is to obtain an interview. Resumes are clear, organized, & specific.

TIPS:

Include informal work experience

If you have formal paid work experience, certainly include it. Otherwise, you can include informal work like babysitting, pet sitting, lawn mowing, shoveling snow, or anything else you've done to earn money.

Include all your activities

Since most high school students haven't held a lot of jobs, it is 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. Mention your extracurricular activities, volunteer work, academics, and athletic pursuits. If you've held any sort of leadership positions in these roles (such as Team Captain or Secretary of a club), be sure to note this. For each item, include a bulleted list of your responsibilities and accomplishments.

Promote your attitude and performance

Employers will be most interested in your work habits and attitude. They don't expect you to have a lot of experience. If you have perfect or near perfect attendance and are punctual for school and other commitments, you might include language like "Compiled a perfect (or near perfect) record for attendance" when describing an experience. If supervisors, teachers, or coaches have recognized you for a positive attitude or outstanding service, mention it in your description of the activity.

Mention your achievements

Employers look for staff who have a history of making positive contributions. Review each of your experiences and ask yourself if there are achievements in class, clubs, sports, or the workplace that you can include. If so, use verbs like enhanced, reorganized, increased, improved, initiated, upgraded, or expanded to show what you accomplished. Include any challenging advanced academic projects since this shows employers that you are intelligent and a hard worker.

Power verbs

Use power verbs to describe your experience and skills. Adding these will make your resume more compelling and powerful. Below is a list of a few examples:

acted	commissioned	empowered	initiated	screened
accomplished	committed	enabled	innovated	scrutinized
achieved	compared	endorsed	obtained	secured
acquired	composed	engineered	negotiated	served
administered	conceptualized	enhanced	procured	serviced
advanced	concluded	enlarged	produced	shaped
advised	controlled	handled	provided	supervised
aided	developed	hired	pursued	supplied
alleviated	directed	improvised	raised	surpassed
classified	elevated	increased	realized	utilized
collaborated	employed	influenced	recorded	wrote

Anatomy of a Resume

Your Name
Your street address
Your city, state, and zip
Your phone number
Your email address

SKILLS PROFILE
In this section you may include any special skills that would be relevant to the position for which you are applying. This could be a computer skills where you list all the software you have experience with. You could also list any languages you speak in this section

EDUCATION
In this section list the high schools you have attended, including the city and state it is located in, the years you have attended and what year you plan on graduating. If you have already graduated, write "High School Diploma" and the month and year you graduated after the name of your school.

Also include any awards or honors (like the Honor Roll or National Honor Society) you have earned. If you have a strong GPA, you can include that as well

WORK EXPERIENCE
This section gives the employer a chance to see the type of work experience you have. List your positions from most recent to least recent. When listing your positions, include the employer's name and location (city and state), your position title, and the dates you worked there. Below, create 3-5 bullets describing the responsibilities you had in that position and any achievements you made (ex: Employee of the Month)

VOLUNTEER SERVICE
List any volunteer or unpaid work experience in this section

INTERESTS & ACTIVITIES
Extracurricular activities that you participate in, like organized sports or Drama Club can be listed in this section

Remember…

- Be sure to proofread your resume every time you change it
- Have a friend or family member look it over for feedback
- When deciding what to include in your resume, ask yourself: "Would an employer be interested in this information?" and "Is this relevant to the position I'm applying for?"

Other tips:

- If an employer asks for references, include them as a separate attachment
- Do not copy and paste cover letters and resumes into emails. Include them as attachments
- Make sure your cover letter and resume match - use the same font, size, color, and paper