



**RESUME TIPS FOR
HIGH SCHOOL
STUDENTS**

Come to VA's Career Center and see Mrs. Vargas if you need assistance!

Begin sentences with a positive power verb

A key factor in writing your résumé is to use **strong action verbs** to make positive statements describing your accomplishments, level of responsibility, and effectiveness. You want the reader to be able to visualize the contribution you will make in the position you are seeking. Use the past tense of the verb if you have finished the position.

Administrative Skills

approved	collected	generated	operated	purchased	specified
arranged	compiled	implemented	organized	recorded	systematize
catalogued	dispatched	inspected	prepared	retrieved	tabulated
classified	executed	monitored	processed	screened	validated

Communication Skills

addressed	developed	formulated	moderated	publicized	translated
arbitrated	directed	influenced	motivated	reconciled	wrote
arranged	drafted	Interpreted	negotiated	recruited	
authored	edited	lectured	persuaded	spoke	
corresponded	enlisted	mediated	promoted		

Creative Skills

acted	developed	founded	integrated	performed
conceptualized	directed	illustrated	introduced	planned
created	established	innovated	invented	revitalized
designed	fashioned	instituted	originated	Shaped

Financial Skills

Administered	appraised	budgeted	developed	marketed	projected
allocated	audited	calculated	forecasted	planned	researched
analyzed	balanced	computed	managed		

Helping Skills

assessed	coached	diagnosed	facilitated	referred
assisted	counseled	educated	familiarized	rehabilitated
clarified	demonstrated	expedited	guided	represented

Management Skills

administered	conducted	developed	increased	produced	strengthened
analyzed	consolidated	directed	organized	recommended	supervised
assigned	contracted	evaluated	oversaw	reviewed	
attained	coordinated	executed	planned	scheduled	
chaired	delegated	improved	prioritized		

Research Skills

clarified	diagnosed	extracted	interpreted	organized	surveyed
collected	evaluated	identified	interviewed	reviewed	systematized
critiqued	examined	inspected	investigated	summarized	

Teaching Skills

adapted	communicated	encouraged	guided	persuaded
advised	coordinated	evaluated	informed	set goals
clarified	developed	explained	initiated	stimulated
coached	enabled	facilitated	instructed	

Technical Skills

assembled	computed	engineered	operated	remodeled	upgraded
built	designed	fabricated	overhauled	repaired	trained
calculated	devised	maintained	programmed	Solved	

RESUME WRITING WORKSHEET

VA students and Internship students please use this worksheet to help you construct various sections of your résumé. Do you have little or no work experience? Are you thinking about taking the internship class? Do you seldom get involved in extracurricular activities? Do you plan to go to work or soon apply for college? Will you be applying for scholarships?

You can use your resume to:

- Give to College Counselor, Coach, Teacher, Principal so they can understand your background if they are writing you a Letter of Recommendation
- Applying for summer programs
- College admissions essay
- Include your resume with your scholarship
- Use your resume to help get an internship
- Take your resume when attending College Fairs at your school

When you create your resume, you will learn you have more skills than you think. The resume is your resume and is unique from other students. It can help you express yourself! Think of it as a way to organize your education, experience, accomplishments and skills.

Let's Get Started!

Guide

You Try It – Résumé Worksheet

(Review examples attached)

Heading: Personal Information:

List your full name, city, state, zip phone number and email address.

(No nicknames and please use a professional email)

Objective: (Optional) you can add Profile followed by Skills Summary

A good career objective is essential. It should indicate what sort of job or internship you are *seeking*, and what experience/skills you have to offer. You should be specific enough to indicate that you have a specific *position* in mind. You can change your career objective for each job / internship you are applying for.

- What kind of employment do you want? Internship? Full-time, part-time? Summer job?
 - What type of position do you want? Customer services, sales, medical, mechanical
 - Is there a particular industry you want to work in? Retail, hospitality, healthcare, etc.
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Profile: A brief summary of skills, experiences, and goals specific to the job.

Skills Summary: This is the first section an employer wants to see.

List skills: Computer, creativity, communication, languages, leadership, volunteer, sports, work, activities.

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-
-
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Education: List Virtual Academy High School, Folsom Lake College

List the name of your school, city and state and graduation date.

Relevant High School Studies

AP classes, technical writing; advanced composition; debate; video production; computer classes; web software, graphics, photoshop, adobe, etc. GPA if higher than 3.0

Academic awards/certificates, internship

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Work Experience: You can use summer activities

List the years you were there, job title, employer's name, city and state location

List your job duties under each employer

Volunteer Experience

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Brainstorm your Resume

- Use this to begin brainstorming ideas to add to your resume. How can you combine your strong and not-as-strong categories to highlight your strengths?
- Be honest!
- Tailor your resume to focus on its purpose. Keep in mind that scholarship resumes typically highlight community service, internship, and leadership. Employment resumes typically highlight job skills and evidence of responsibility.

Academic Achievements / AP Courses	Extracurricular
Leadership Roles	Offices Held
Clubs	Athletics
Community Service	Internship/Volunteer
Church-affiliated Service	Hobbies/Interests
Scouting	Special Skills/Certificates
Awards/Special Honors	Other

SAMPLE OF A HIGH SCHOOL INTERNSHIP RESUME

<http://www.fastweb.com/career-planning/articles/quick-two-minute-resume-changes>

Alison Sarah Rogers

777 Rogers Lane, Columbia, MD 21045, 410-444-3333 E-mail: alisons111@net.com

OBJECTIVE

Seeking an Internship in Administration and Office-Information Technology

SUMMARY OF SKILLS

Clerical: File maintenance, mail management

Computers: MS applications, Microsoft Word, data entry, Internet

Organization: Follow through on details, event planning and coordination

Communications: Telephone, customer services, team leadership

Personality: Friendly, quick learner, dependable, hard worker

EDUCATION

Virtual Academy at Shenandoah High School, El Dorado, CA, graduate May 2014

Activities:

Honors:

Courses:

GPA: if above 3.0

WORK EXPERIENCE

Various jobs as child care provider, house and pet sitter, house cleaning, wedding planner's assistant, and office assistant.

VOLUNTEER WORK

Facility Maintenance—Volunteer worker on church and community beautification days. Member of team to provide lawn and garden landscaping and cleanup.

Special events organizer—Volunteer coordinator for birthday and anniversary celebrations. Plan activities, schedule other volunteers, and organize events. Coordinated several events with more than 100 people in attendance.

OUTSIDE INTEREST

Youth group activities

Youth choir

SAMPLE OF A STUDENT APPLYING FOR COLLEGE

SUE SMITH

smiths@gmail.com

2222 Mill Plain Rd, Fairfield, CT 06614 / Cell 203-555-1111

Profile – High School senior skilled in athletics and working with children in sports-related activities. Dependable and mature; seeking admission to a college where I can study Sports Medicine.

Education

HS Diploma: Graduation Date - June 2011 from NC High School, Fairfield, CT

GPA: 3.6 **SAT:** Critical Reasoning - 620 Math - 540 Writing – 560

AP Courses Completed: English, Biology, U.S. History

Honors and Awards

- High School Honor Roll (2006-Present)
- High School Coaches Association Award (2008)
- Varsity Indoor Track (2008- 2009)
- Varsity Lacrosse (2007-2009)
- All Conference Lacrosse (2008)
- All Conference Academic (all sports 2006-Present)

Extracurricular Activities

- Varsity Swim Team (2005-2008, Captain 2009); YMCA Swim Team (2005-2007)
- Varsity Indoor Track - Sprinter (2008- Present)
- Lacrosse Varsity (2007-09); Captain (2008-Present)
- Key Club Participant (2007-Present)

Community Service

- Teacher's Assistant - Physics/Science teacher (2008-2009)
- Relay for Life - Organized events for three years (2007-Present)
- Big Brother/ Big Sister - Coordinated afterschool activities- JR Middle School (2008-Present)
- Brookfield Youth Lacrosse Clinic - trained techniques to 8-10 year olds (2008)

Employment

- Lifeguard/Instructor – Lake Town Park, Stamford, CT (2007-Present)
- Lifeguard/Swim Instructor, Green View, YMCA, Fairfield, CT (2007-Present)
- Cashier, TJ Maxx, Fairfield, CT (2006-2008)
- Soccer Referee, YMCA, Fairfield CT (2004-2007)

Additional Training: Red Cross CPR/AED Certification, Waterfront Lifeguard, Certified Soccer Referee

SAMPLE OF A STUDENT LOOKING FOR A JOB OR INTERNSHIP

STUDENT APPLYING FOR A JOB OR SUMMER INTERNSHIP

PERRY JAMESON

1515 Stanley Drive #62
Hometown, KS 66202
perry.jameson@dbplanet.com
(913) 555-1938

RESUME PROFILE

Outstanding student with experience in print and online journalism seeks opportunity to continuing learning while working with a communications, public relations, or publishing firm through a part-time job or summer internship.

EDUCATION

Completed three years at Hometown High School
Graduating, May 26th, 2018
3.85. Top 5% of class

EXPERIENCE

Newspaper Staff Member, Hometown High School

- **Aug 2012 - present.** Features editor of campus newspaper, responsible for award-winning design.
- **Aug 2009 -Aug 2012.** Researched information for news articles using library and Web sources. Composed and edited informational articles, columns, editorials, and advertising copy.

Yearbook Committee Member, Hometown High School

- **Aug 2012 - present.** Editor-in-chief of yearbook staff. Leader of design and publication teams from initial layout through finished product.
- **Aug 2009-Aug 2012.** Yearbook staff member. Experience taking photographs, designing layout, and writing captions and sidebars.

RELEVANT HIGH SCHOOL STUDIES

Technical writing; advanced composition; debate; video production; computer classes providing knowledge of word processing, desktop publishing, and web software.

HONORS, AWARDS, AND MEMBERSHIPS

U.S. Media Association Scholarship recipient

Scholarship based on academic achievement, community service, and campus participation and leadership in high school communications projects and studies.

2011 Best High School Newspaper Design winner

Central State Regional Communications Contest, sponsored by the Communications Department, State University.

President of high school chapter of Future Communicators of America (FCA), 2011 - present

Member, 20 IO - present.

Treasurer of National Honor Society, 2011- present

COVER LETTER TIPS

Use the same format as your resume for your cover letter.

Cover letters are just as important as your resume. It allows you to explain why you are a good fit for the position. Attach the cover letter to your resume. Use the same font and paper. Always address the cover letter to the appropriate individual within in the company.

THANK YOU LETTER TIPS

Use the same format as your resume.

Thank-you letters should be sent to each panelist within twelve hours. You can also have handwritten cards available and leave with someone at the front desk after your interview. It should emphasize your background and reference your interview about the meeting.

Reference Page

Use the same format as your resume for your reference page.

- References should not be parents, family, friends or peers.
- References can include advisors, principals, coaches, mentors, employers or anyone in a professional position who can speak about your characters, skills and work ethic.
- References are people you have worked with, volunteered or interned for. Faculty, current or former supervisors
- Before listing someone as a reference, make sure you ask them first. Provide your references with a copy of your resume and information about the position you are seeking. For a letter of recommendation for college, include a one-page summary of any achievements or skills and a statement of your future goals.

Example!

Professional References

Mr. Boss Man

Supervisor

Intel

bman@intel.com

530-999-8888

Mr. Music Man

Owner/Internship Supervisor

Musical Delights

Music@myshop.com

530-999-9999