A Sample High School or Teen Resume Template

Your Contact Information:

First Last name
Street Address
City, State, Zip
Phone (cell/home)
Email address

Objective:

Education:

Selected Courses:

Activities:

Volunteer Work:

Job History:

Interests, Skills and Languages:

References available upon request:

Here are some "Do's and Don'ts" regarding how you create your first resume [Actually it should be "DO" and "DO NOT" – <u>don't abbreviate</u>!]

<u>Your Contact Information</u>:
First Last name
Street Address
City, State, Zip
Phone (cell/home)
Email address

The first section of your resume should include information as to how the employer can contact you. This is the very first information seen by the person looking at your resume. The typing and format must be consistent throughout!
Do not abbreviate street, avenue, place etc. Type the address out in full!
Make sure that you give a number that will be answered in a timely fashion.
Make sure that if it is your home phone number that your parents and/or siblings are careful as to how they answer.
If you are giving your cell phone number, make sure that you change your answering message if you have something that is not professional!
Change your Email address if it also not professional. If you are not a frequent Email user, i.e. at least three times a day, then be careful on giving this information out. You do not want to have a message for a second interview sit in your "in box" for several days.

<u>Objective</u>:

This is not always needed on your first resume. However, if you are going to add this section, make sure that the objective is only one sentence in length. It must agree with the job for which you are applying. Do not simply write in a "generic" objective as each job posting is different than the next!

<u>Education</u>:

List only your current high school and not past schools such as middle or elementary.
You do not have to put in the full name and address of the school.
The name of the school, city and state is sufficient.
Make sure you list here any honors awards that you may have received.

<u>Selected Courses</u>:

This is an area for additional school information if you are taking or have taken electives that may relate in a way to the job opening. All employers know about the required curriculum but they do not know about special courses you may have taken.
Simply list the name of the course and the year in school that you took the course.
Be prepared, there may be questions asked about these courses during your interview.

Activities:

This section will cover any school clubs or teams that you may have been on during high school. The best way to write these down is to bullet point, state the year and abbreviate the high school. An example of this would be:-

- Mock Trial Club (2011) SKAHS
- Drama Club (2012) SKAHS

Volunteer Work:

Perspective Employers always look at this section to see if you are a "well-rounded" person. They also view this section to see if you will, if hired, go that extra step for their business or company. Nine times out of ten, a person who volunteers is more likely to be a better worker than one who does not give up some of their free time. No matter how trivial it is, write it down in this section.

Job History:

This section is simple and concise. You do not have to give your position or duties for any job that you previously performed if you do not feel that they were important but sometimes employers like to see the type of work that you performed. You do not have to give the employers full name and address just use the following format:-

Jenny's Boutique (2011)
Cedarhurst, NY
(Tip - put the employer's name in bold, it will look better)

Skills, Languages and Interests:

Here you list items such as foreign languages spoken, including those learnt in school and the level attained. If you have done any science research programs this is the section to list them. If you are computer literate, especially in Word, PowerPoint, Excel list them here.

References available upon request:

There is no need to include references on your resume, Instead, make up a separate List of References to give an employer upon his/her request. It is essential that you choose the correct people to use and make sure that they are fully aware that you are giving out their name and number. Again, make sure that the contact information given for this person is correct and that if called, they will answer quickly.

Sample Resume No. 1

Theresa Green
291 Meadowview Avenue
Hewlett Bay Park, NY 11557
516-374 7195
Tgreen@yahoo.com

Objective:
To obtain knowledge of the day-to-day work of a business through a part time job, summer internship and/or job shadowing experience

Education:

Stella K. Abraham High School for Girls, Hewlett Bay Park, NY

Selected Courses:
Early Childhood Development (2008) – Freshman Year
Urban Education (2009) – Sophomore Year
Urban Education – Psychology (2010-2011) – Junior Year
Urban Education – Instructional Internship (2012) – Senior Year
Dance and Art Electives (2009-2012)

Activities:

- Model Congress Club (2009-2012)
- Drama Club (2010)
- Science Club (2012)

Volunteer Work and Job History:

Beacon Program, summer (2009)
New York, NY

Convenient Store, summer (2009)
Hewlett, NY

Angela's Food Market (2010)
Cedarhurst, NY

The Modern Boutique (2011)
Hewlett, NY

Skills and Languages:

- Spanish – Beginners level
- French – Level II
- Communication skills
- Experience in child caring – intermediate
- Researching and resource skills

Sample Resume No. 2

Theresa Green
291 Meadowview Avenue
Hewlett Bay Park, NY 11557
516-374 7195
Tgreen@yahoo.com

Objective

A weekend part time position in a retail store that sells music, books or sporting supplies.

Education

Stella K. Abraham High School for Girls, Hewlett Bay Park, NY
High School Diploma anticipated in May 2013 Junior, GPA 3.45
High School Awards and Honors
National Honor Society: Spring 2009, Fall 2010, Fall 2011
Middle School Academic Honor Roll: 2007, 2008
Perfect Attendance 2009

Work Experience

Franklin's Pet & Grooming Services, Franklin Square, NY 2010 to present

- Assist family business to provide pet and grooming care services for 25 neighborhood homes bi-weekly.
- Create and distribute 200 flyers about grooming services using Print-to-Pretty software in the neighborhood monthly.
- Help and stuff envelopes with invoices for monthly billing and enter payments into Quick spreadsheet software.

Rachael's Sodas and Pizza, Hewlett NY Summer 2009

- Restocked condiments, napkins and maintained a clean counter.
- Provided great customer service for about 25 walk-in customers on each shift.
- Operated cash register, POS, and frequent guest card system.

Volunteer & Community

Big Sisters Society – 10 hours monthly
Library Reading Program – 2 hours monthly
5K Walk with family – October 2010, 2011, 2012

Interests & Skills

- Community Basketball League – Most Improved Player Award 2011
- Bass Guitar – Indoor Jazz Band 2nd Place Tournament of Bands 2011
- Proficient with Microsoft Word, Excel, and PowerPoint, and Internet Research