

Resumes

For High School Students



What is a Resume?

A resume is a personal summary of your professional history and qualifications.

It includes information about:

- Education
- Work experience
- Activities
- Honors
- Any special skills you might have

Key Components

- Heading
- Education
- Experience
- Skills



Additional Components

- Honors, awards
- Projects and research
- References - as an addendum



Formatting & Appearance

- Make your name stand out with a bold, larger font size
- Use standard fonts: Times New Roman for print, Calibri for email
- Type Size: 10 - 12 Point
- White paper
- Limit entry level resume to one typed page
 - Have a Master Resume if needed

Heading

Includes contact information:

- Top of the page
- Name: large and bold- so it stands out!
- Address: street, city, state & zip code
- Telephone number(s): with professional message
- Email address: professional looking
(sexygurl4ever@hotmail.com is not appropriate)
 - Check your email on a daily basis

Sample Headings

Mike Jones

1 Meadow Way
Altamonte Springs, FL 32116
(407) 555-1234
mikejones@aol.com

Susan Smith

susansmith@yahoo.com

Current Address

325 Maple St
Orlando, FL 32837
(407) 555-3357

Permanent Address

55 Sycamore Drive
Miami, FL 36829
(305) 555-4429

Giana Williams

83 Prospect Road · Orlando, FL 32837 · (407) 555-8975 · gwilliams@gmail.com

Giana Williams

83 Prospect Road · Orlando, FL 32837
(407) 555-8975 · gwilliams@gmail.com

Education

- Name and location of the school
- Graduation or anticipated graduation date
- GPA – if 3.2 or higher
- Relevant coursework

Education- Relevant Courses

- List relevant courses that:
 - Help you stand out from the crowd
 - Have provided you with specific skills or knowledge

Spanish (4 semesters)

Computer Science

Marketing

Economics

- Do not include courses that are part of a required curriculum- Ex. English
- Include courses that are at an advanced level if they are relevant to the position- eg. Biology, Calculus

Sample of Education Section

EDUCATION

Winter Park High School, Winter Park, FL

August 2015 – Present

- Graduating May 2019
- GPA 3.2
- Relevant Courses: Business Systems Technology; Marketing

Giana Williams

83 Prospect Road · Orlando, FL 32837
(407) 555-8975 · gwilliams@gmail.com

EDUCATION

Winter Park High School, Winter Park, FL

August 2015 – Present

- Graduating May 2019
- GPA 3.2
- Relevant Courses: Business Systems Technology; Marketing

Experience

- Remember – Experience can be:
 - Paid part-time/full-time positions
 - Summer Jobs
 - Internships
 - Volunteer work / Community Service
 - Club/campus group involvement, Sports, Band, etc.

Experience

- Guidelines for duties, responsibilities, and accomplishments
 - Include most relevant skills & qualities
 - Reverse chronological order
 - Use strong action verbs, past tense
 - Provide evidence of skills & qualities by
 - Quantifying information
 - Acknowledging accomplishments and evaluations

Sample Sections

WORK EXPERIENCE

Waitress, Pizza Paradiso, Orlando, FL August 2016 - Present

- Provided excellent guest service in fast-paced environment
- Trained newly hired wait staff
- Calculated cash balances

INVOLVEMENT

Vice President, Key Club, Winter Park High School August 2017 - Present

- Initiated annual Holiday Food Drive
- Organized Spring Bake Sale fundraiser, raising \$1000 for local Kiwanis Club

Giana Williams

83 Prospect Road · Orlando, FL 32837
(407) 555-8975 · gwilliams@gmail.com

EDUCATION

Winter Park High School, Winter Park, FL

August 2015 – Present

- Graduating May 2019
- GPA 3.2
- Relevant Courses: Business Systems Technology, Marketing, Biology

WORK EXPERIENCE

Waitress, Pizza Paradiso, Orlando, FL

August 2016 - Present

- Provided excellent guest service
- Dealt with complaints
- Took orders and served guests in timely manner
- Handled cash

INVOLVEMENT

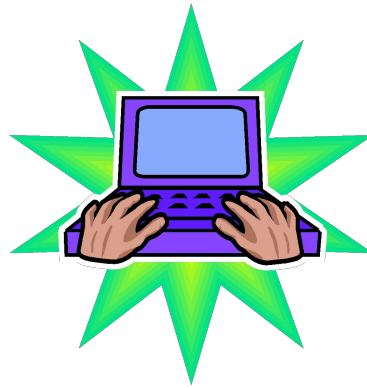
Vice President, Key Club, Winter Park High School

August 2017 - Present

- Initiated annual Holiday Food Drive
- Organized Spring Bake Sale fundraiser, raising \$1000 for local Kiwanis Club

Specialized Skills

- Include skills that make you unique, such as computer skills, foreign language skills, and certifications



Sample Skills Section

Computer/Technical

SAS/STAT; Javascript; Microsoft Word, Excel, and PowerPoint

Languages

Spanish (Fluent), French (Conversational)

Giana Williams

83 Prospect Road · Orlando, FL 32837
(407) 555-8975 · gwilliams@gmail.com

EDUCATION

Winter Park High School, Winter Park, FL

August 2015 – Present

- Graduating May 2019
- GPA 3.2
- Relevant Courses: Business Systems Technology, Marketing, Biology

WORK EXPERIENCE

Waitress, Pizza Paradiso, Orlando, FL

August 2016 - Present

- Provided excellent guest service
- Dealt with complaints
- Took orders and served guests in timely manner
- Handled cash

INVOLVEMENT

Vice President, Key Club, Winter Park High School

August 2017 - Present

- Initiated annual Holiday Food Drive
- Organized Spring Bake Sale fundraiser, raising \$1000 for local Kiwanis Club

SKILLS

Computer

SAS/STAT; Javascript; Microsoft Word, Excel, and PowerPoint

Languages

Spanish (Fluent), French (Conversational)

References

- Choose references that are knowledgeable about your skills, abilities, and work ethics. Former employers, teachers, and counselors would be good references, your friends and relatives would not.
- Always obtain permission from references in advance, and provide them with current resume

Sample References

REFERENCES

Kristin Wilkin, English Teacher, Winter Park High School, 407-623-2476

Bob Jones, Supervisor, Valley State Bank, 407-889-2345

REFERENCES

Kristin Wilkin
English Teacher
Winter Park High School
407-623-1476

Bob Jones
Supervisor
Valley State Bank
407-889-2345

Remember

Always submit a cover letter with your resume

A resume does not get you a job...

A resume does get you an interview.

And, putting time and consideration
into your resume is one of the
best ways to prepare for your interviews!

Proofread! Proofread! Proofread!

Acknowledgments

*I would like to thank Dr. William Blank,
Assistant Director of Career Services at UCF.
His PowerPoint on Resume Writing was
instrumental in the preparation of the
Presentation.*