

Resumes

For High School Students

A series of horizontal lines in teal and white, extending from the right side of the page towards the center, positioned below the subtitle.

What is a Resume?

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

It includes information about:

- Your career goals
- Education
- Work experience
- Activities
- Honors
- Any special skills you might have.

Key Components

- Heading
- Education
- Skills
- Experience
- References- in resume or as an addendum

Additional Components

- Personal Skills and Assets
- Honors, awards and activities
- Community service
- Foreign language proficiency
- Computer skills & applications
- Volunteer experiences
- Prospective Colleges & Universities (if applicable)

Formatting & Appearance

- Make your name stand out with a bold, larger font size
- Use standard fonts such as Times New Roman, Arial, or Courier
- Type Size: 10 - 12 Point
- White, beige, or light gray quality bond paper
- Use a laser printer for best finish
- Limit entry level resume to one typed page

Heading

Includes contact information:

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

Sample Headings

Mike Jones

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

Susan Williams

SusanWilliams@yahoo.com

Current Address

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

Permanent Address

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

CHRIS SMITH

83 Prospect Road • Orlando, FL 32837 • (407) 555-8975 • CSmith@msn.com



CHRIS SMITH

83 Prospect Road • Orlando, FL 32837
(407) 555-8975 • ChrisSmith@msn.com

Personal Skills and Assets

A couple of sentences or bullets that describe what you are like as a person and how you do things, including personality traits, attitudes, work habits, etc.

- This is a useful section, especially if you do not have much work experience.
- Think of the skills you use in school that employers want!!!
 - Punctuality, Time Management, Teamwork

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Sample Personal Skills and Assets

Hard Working

Reliable

Outgoing

Responsible

Team Player

Articulate

Dependable

Works well with
people

Effective at time
management

Goal Oriented

Enthusiastic

Able to multitask

Self-Starter

Punctual

Confident

Motivated

Friendly

Honest

Willing to Learn

Flexible

Quick Learner

Try it now! List three of your personal qualities.

Sample Personal Skills and Assets Section

PERSONAL SKILLS AND ASSETS

I am a hard working young lady who is willing to learn more. I am responsible, motivated, educated and punctual. I am friendly person who enjoys helping others.

SKILLS SUMMARY

- Detail oriented and well organized
- Excellent verbal and written communication
- Strong customer service focus
- Outgoing with a positive attitude
- Professional demeanor

Education

- Name and location of the school
- Major, minor and area of concentration
- Graduation or anticipated graduation date
- GPA – if 3.2 or higher
- Relevant Coursework- See next slide for more information

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PERSONAL SKILLS AND ASSETS

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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

Samples of Education Section

EDUCATION

Winter Park High School

Winter Park, FL

Aug 2005–present

- Graduating May 2009
 - GPA 3.0
 - Relevant Courses: Business Systems Technology; Marketing
 - Received an award for being a best student
-

EDUCATION

Colonial High School

Orlando, FL

High school student

- Graduate 2009
 - Composite Act score of 15
 - GPA of 3.1
 - Relevant Courses: Biology, Human Anatomy and Physiology, Calculus
-

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Experience

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

Experience

- Guidelines for duties, responsibilities & accomplishments
 - Include most relevant skills & qualities
 - Most relevant information comes first
 - Use strong action verbs- see handout
 - Provide evidence of skills & qualities by
 - Quantifying information
 - Acknowledging accomplishments & evaluations

Sample Experience Section

WORK EXPERIENCE

2005-present

Pizza Paradiso

Orlando, FL

Waitress

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

WORK EXPERIENCE

VALLEY STATE BANK, Huntington, IN

Bank Teller, Summers 2005 & 2006

- Provided friendly, professional customer service
 - Issued money orders, travelers checks, loan payments and deposits/withdrawals
-

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OBJECTIVE

Part time position as a clerk in a dental office

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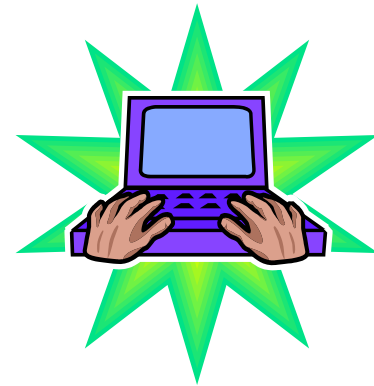
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Specialized Skills

- Include skills that make you unique, such as computer skills, foreign language skills, or military service.
- Be specific in describing your special skills; name computer programs you know, how long you studied a foreign language, or your dates of military service.



Sample Skills Section

COMPUTER SKILLS

Experienced with Macintosh, IBM PC, Windows XP, Microsoft Word, Microsoft PowerPoint, Microsoft Excel, and Microsoft Publisher

LANGUAGES

Bilingual Spanish and English

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References

- If your resume is strong, it is enough to state that references are available upon request or to include as an addendum
- 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

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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

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Assistant Director of Career Services at UCF.
His PowerPoint on Resume Writing was
instrumental in the preparation of the
Presentation.*