



April

## High School Students Need a Resume

High school students may think that they don't need a resume until they are about to graduate from college and begin searching for a full-time job. However, high school students need resumes just as much as college students do. From getting into college to obtaining a part-time job, a resume is essential because college recruiters and employers alike want to see a brief summary of your abilities, education, and experiences. Here is what should be included in a high school resume.

### Heading

A student's name, address, telephone number, and e-mail address should all go at the top of the resume. Be sure to use a permanent address and telephone number. Also, remember to use an e-mail address that sounds professional. FirstnameLastname@ is the standard format for an e-mail address when using it on a resume. Do not use an e-mail address such as [hotbody@soandso.com](mailto:hotbody@soandso.com). It just doesn't sound professional.

### Objective

An objective lets college recruiters or potential employers know a student's main goal. If the target is a college recruiter, the objective should be tailored to that specific school. For example, the objective may be, "To earn a degree in Psychology at Boston College." If one wants to get a part-time job, he/she will need to modify the objective to that particular job, such as "To obtain a part-time sales position with Meijer."

### Education/Academics

In the education section, students should list the schools they have attended. Be sure to include GPA if it is a 3.0 or higher. One can also mention any academic honors, awards, and/or recognitions that he/she has received. These can include honor-roll recognitions, essay-writing awards, science competitions, etc.

### Experience

The experience section should briefly give an overview of work experience that has taught the student valuable skills. In this section, the following should be included: title of position, name of organization, location of work (town and state), dates of employment, and description of work responsibilities. Be sure to use action words to describe job duties, such as sold, created, processed, etc. Since many high school students do not have a lot of work experience, they can also describe class projects in which they have learned important skills or even leave this section out all together and concentrate on the education/academics and additional information/extracurricular sections.

### Additional Information/Extracurricular Activities

The additional information or extracurricular section should be used to place key elements of a student's background that don't fit in any other section. Students may want to include: special skills, leadership roles, volunteer experiences, participation in theater, sports, band, yearbook, etc. This section is where one can demonstrate his/her uniqueness.

### References

Students should be sure to ask people if they would serve as a reference before giving their names out. One does not need to always include reference information on the resume. A statement at the bottom of the resume that says, "References available upon request" may be sufficient.

Below is a sample resume. Having a resume in high school is just good sense. You never know when a recruiter at a college fair or a potential employer might request one.

# SAMPLE RESUME

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

## **OBJECTIVE**

To obtain knowledge of the day-to-day workings of a communications, public relations, or publishing firm through a part-time job or summer internship.

## **EDUCATION**

Completed three years at Hometown High School.  
Graduation date: May 2018.  
G.P.A. 3.85. Top 5% of class.

## **EXPERIENCE**

Newspaper Staff Member, Hometown High School

- Aug 2016 - present. Features editor of campus newspaper.
- Aug 2015 - Aug 2016. 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 2016 - present. Editor-in-chief of yearbook staff. Leader of design and publication teams from initial layout through finished product.
- Aug 2015 - Aug 2016. 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.
- 2016 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), 2016 - present  
Member, 2015 - present.
- Treasurer of National Honor Society, 2016 - present

## **REFERENCES**

References are available upon request.

## **ADDITIONAL RESOURCES**

Here are some additional websites that are helpful to high school students in writing resumes:

- <https://bigfuture.collegeboard.org/explore-careers/careers/how-to-create-your-resume>
- <http://www.careeronestop.org/resumeguide/introduction.aspx>