



## STUDENT RESUME TIPS AND TEMPLATES

Writing a resume when you're a high school student who doesn't have much – or any – prior work experience can seem daunting. A good way to get started is to look at examples of resumes and read tips on what to include and how to format your resume.

You probably have more information to put on your resume than you think. Experiences like babysitting, lawn mowing, and volunteering all help to show valuable work skills that employers want to see. Not to mention any community service, volunteering, extra-curricular activities, etc... to show your interests and who you are

Just because you haven't had a job like the one you are applying for, doesn't mean you haven't acquired the skills necessary to succeed.

**Check out these links below for some excellent ideas and direction for your very first resume!**

<https://www.thebalance.com/high-school-resume-examples-and-writing-tips-2063554>

<http://www.hloom.com/download-free-sample-template-high-school-resume/> (click on 'free' when downloading a template)

<http://www.studypoint.com/ed/high-school-student-resume/>

<https://www.template.net/business/resume/high-school-resume-template/>

A High school resume template needs to be created aptly to highlight necessary skills the prospective employers are looking for. Majority of the times, employers do not find the information they want in the high school resume template. Therefore, it's critical to highlight the necessary information of the candidate that fits to the requirement of the position applied.

### **Structure of High School Resume template**

Here are the sections that are to be covered, creating the high school resume template.

Important elements of the high school resume template include career objective, summary of skills and educational details.

### **Summary of Skills**

Your skills summary must be in sync with the career objective stated at the beginning of the resume. This similarity between various aspects of skills and career objective will surely aid you to get an interview call.

### **Education**

Do list your educational qualification with the most recent one at the top. It essential to state the related course works along with institute attended. You can also mention the year in which you are expected to complete graduation.

### **Awards & Memberships**

In addition to the above details, you can also include awards & honors won in various competitions. It's advisable to mention memberships to clubs, organizations and affiliations if any.

**Check out the following few pages for some resume ideas and a list of 'action verbs' and 'adjectives' to incorporate into your own resume!**



# Sample High School Resume Template 1

## **Sharon White**

123, Elamville Street  
Ariton, AL 45678  
Phone: (123) - 789456  
sharonwhite@email.com

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### **Education:**

Ariton High School, Ariton, Alabama  
2000-2004

### **EXPERIENCE**

#### **ABC retail, LLC**

**2003-2004**

#### **Office Assistant**

- Answer phone calls & customer queries.
- Execute data entry tasks using Ms Excel, word and Access

#### **Child Care**

**2001-2002**

- Worked as caregiver in a Childcare center after school and during vacations.

### **ACCOMPLISHMENTS**

- Best student of the year- 2001, 2002
- Ariton Honor Society- 2003

### **VOLUNTEER EXPERIENCE**

- Ariton Literacy program
- Ariton child nutrition program

### **INTERESTS**

- Member of Ariton High School Cricket Team
- Girl Scout
- Guitar

**COMPUTER SKILLS:** Working knowledge of Ms Excel, Word, PowerPoint, Access and Internet.

## **Sample High School Resume Template 2**

A high school resume shall emphasize your career objective, academics, work experience and volunteer experience. An effective high school resume template showcasing skills relevant to the job applied enhances your chances of getting an interview call. Here is the sample high school resume template that you can use.

David Walker  
35th East Street,  
Manhattan, NY 12345  
Phone: (212) 456123  
davidwalker@email.com

**Objective:** Seeking the position of sales person in a clothing retail outlet to gain knowledge about booming fashion industry

### **Experience:**

**Jimmy Sports Club, 2007-2008**

#### **Swimming trainer**

- Taught kids swimming
- Swim Guard for the pool
- Assisted pool staff to maintain pool facilities

**ABC Library, PQR high School, 2006-2007**

#### **Library Assistant**

- Assisted library staff to prepare book catalogue
- Assisted clerk in arranging history books in chronological order
- Responsible for maintaining record register for new as well as old books

### **Volunteer Experience:**

**DEF School for the blind, 2005**

#### **Book Reader**

- Book reading and also recorded some books in my voice for needy students
- Assisted in some office duties

### **School Organizations:**

**Debate club, 2004-2006**

Secretary-2006

Member-2005

**Student Representative Council**

Secretary-2008

### **Education:**

**Xavier High School, Manhattan, New York**  
2004-2008

# List of Descriptive Words and Adjectives for Writing Resumes

Descriptive words / Adjectives for Resumes ( Self-Descriptive ) below.

Accelerated,  
Accurately,  
Active,  
Actively,  
Adaptable,  
Adept,  
Administer,  
Aggressive,  
Alert,  
Ambitious,  
Analytical,  
Analyze,  
Approve,  
Assertive,  
Astute,  
Attentive,  
Aware,  
Broad-minded,  
Challenging,  
Competent,  
Completed,  
Conceived,  
Conduct,  
Conscientious,  
Consistent,  
Constructive,  
Contributor,  
Control,  
Coordinate,  
Created,  
Creative,  
Delegate,  
Demonstrate,  
Dependable,  
Determined,  
Develop,  
Diplomatic,  
Direct,  
Disciplined,  
Discreet,  
Discrete,  
Diverse,  
Dynamic,  
Easily,  
Economical,  
Effect,  
Efficient,  
Energetic,  
Enterprising,  
Enthusiastic,

Established,  
Evaluate,  
Exceptional,  
Expanded,  
Expedite,  
Experienced,  
Expertise,  
Extensively,  
Extraverted,  
Extroverted,  
Facilitator,  
Fair,  
Forceful,  
Foresight,  
Founded,  
Generate,  
High-Level,  
Honest,  
Imaginative,  
Implemented,  
Improve,  
Increased,  
Independent,  
Influence,  
Initiative,  
Innovative,  
Insightful,  
Instrumental,  
Interpret,  
Lead,  
Lecture,  
Logical,  
Loyal,  
Maintain,  
Manage,  
Mature,  
Methodical,  
Motivated, Objective,  
Optimistic,  
Organized,  
Originate,  
Participated,  
Perceptive,  
Perform,  
Personable,  
Pinpointed,  
Pioneering,  
Plan,  
Pleasant,  
Positive,

Practical,  
Productive,  
Proficient,  
Proposed, Proved,  
Provide,  
Readily,  
Realistic,  
Recommend,  
Reduced,  
Reinforced,  
Reliable,  
Relocated,  
Reorganized,  
Repeatedly,  
Resourceful,  
Respectful,  
Responsible,  
Responsive,  
Revamped,  
Review, Revise,  
Schedule,  
Self-reliant,  
Sense-of-humor,  
Sensitive,  
Significantly,  
Simplicity,  
Sincere,  
Solve,  
Sophisticated,  
Strategy,  
Streamline,  
Strongly,  
Structure,  
Successfully,  
Supervise,  
Support,  
Systematic,  
Tactful,  
Talented,  
Teach,  
Travel,  
Unique,  
Versatile,  
Vigorous,  
Will Relocate,  
Will Travel