

How to Build a Resume with No Experience

by Kristine Tucker, Demand Media



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If you're a recent high school or college graduate looking for your first job, you might not have any previous work experience to help build a resume. In that case, a functional resume format is more beneficial to you than a typical chronological resume. A functional resume stresses your skills and qualifications so you don't have to provide a detailed work history. If you've earned a college degree or obtained certification in a particular industry, you should list those qualifications on your resume.

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Objective Statement

A functional resume usually includes an objective statement, following your heading and contact information, to state your interest in a specific job opening. The objective statement prefaces the main content of your resume by clearly defining your skills and goals. It must include a brief description of the job and a concise summary of how your qualifications meet those job demands. For example, you might use statements such as, "To use my strong organizational skills, multitasking abilities and exceptional understanding of math to work as an accounts receivable clerk," or "To provide childcare for preschoolers, using my energetic personality and strong people skills to develop relationships with children, parents and staff." Even though you don't have previous work experience, you can use your skills and personality traits to create an objective statement that catches the hiring manager's attention.

Education

If you've earned a college degree or passed certification requirements in a particular industry, state those accomplishments after the objective statement. You can title the section "Education" or "Certification" and list your accomplishments in chronological order. For example, if you're applying for a job as a nurse and have both education and certification, cite your degree first and then list your certifications. You can also list academic awards you've received. If you've recently graduated from high school, you can list job-relevant coursework, Advanced Placement or Honors classes, vocational credits and your grade point average if it's above a 3.0.

Skills and Qualifications

When you don't have any previous work experience, the skill section of your resume is often critical to a potential employer. According to the University of Wisconsin, skill sets may be used as headings, such as "Communication," "Computer Skills," "Leadership," "Research" and "Administration and Management," followed by examples of how these skills have been demonstrated. It's best to use volunteer experiences, classroom interactions, coursework requirements, internships and extracurricular activities to explain your proficiencies under each heading.

Interests

Provide a brief description of your interests and associations in the last section of your resume. It's best to focus on three or four of your hobbies or associations and avoid a long list of interests. For example, you can list specific sports, recreational activities or fine arts programs you enjoy. If you've joined any associations or clubs, such as 4-H, journalism, math, cheerleading or foreign language, list those in the last section.

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About the Author

Kristine Tucker has been writing articles on finance, politics, humanities and interior design since 2001. Her articles have been featured in many online publications. Tucker's experience as an English teacher has given her the opportunity to read many wonderful masterpieces. She holds a degree in political science with a minor in international studies.

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