

CHS SENIORS

11/28/18

RESUMES

Resumes

- **To include with college application**
- **To get an interview**
- **Attract attention**
- **Create interest**
- **Describe accomplishments**

Include A Career Objective

- This short, one or two sentence statement shares your career goals and summarizes how your talents and skills align with the needs of the employer.
- While job seekers of any age and career level can benefit from including an objective statement, it's especially important for a high school student. This is largely because your work history may not reflect your future goals.
- *"I am a motivated team player and aspiring graphic designer seeking an opportunity to work in a sign shop where I can apply my skills and further develop my artistic abilities."*

Action Words

- Begin sentences/phrases with them
- List results of activities
- Sell your best experiences
- Relate it to the job advertisement
- Avoid 'responsibilities were' or 'duties included'
- Use past tense for past jobs
- Describe skills, not duties
- Vary your words
- Put most important skills first

Action Words

Demonstrated

Assisted

Collaborated

Furthered

Resolved

Administered

Planned

Scheduled

Provided

Developed

Enabled

Facilitated

Guided

Motivated

Coordinated

Presented

Initiated

Examples

- ~~Take care of two children~~
- *Organize and lead age-appropriate activities, including games, crafts, walks and play dates, for two children ages five and seven*
- ~~Mow grass in the summer~~
- *Maintain ten established lawns by regularly mowing, mulching, aerating, weeding and trimming*

Resume Appearance

- **Typed**
- **Well spaced**
- **Visually attractive**
- **First page most important**
- **10-12 point font**
- **Capital letters for section headings**
- **Indentation when appropriate**

Resume Appearance

- Do not include: “References available upon request”
- Consider boldface for most impressive qualities
- Spell out numbers one through ten
- Avoid parentheses

Highlight Any Experience

- From babysitting to mowing lawns, volunteer work to extracurricular activities (such as clubs or sports), you should include all previous experiences that illustrate your a work ethic and your ability to participate in team-based activities. Be sure to highlight any leadership experience, special achievements or awards you earned within those roles.
- While the positions you've held might not specifically relate to the job you're applying for, highlight relevant responsibilities or transferrable skills you can take with you into the new role. Take time to review the job description and look for specific keywords or requirements that align with your skills and talents.

Experience Example

Knoxville Cancer Society Relay for Life

Student Volunteer, 2016 – Present

- Manage registration table, including greeting and checking in participants
- Hand out water and snacks to participants at check-in points
- Attend, contribute to and occasionally lead after-school planning meetings
- Spearhead efforts to recruit and train new student volunteers

Education Section

Central High School

Class of 2019

3.4 GPA

List Awards and Achievements

- Sharing your awards and achievements—academic or otherwise—proves you can make positive contributions and will help you stand out above other candidates.

Here are a few examples of awards or achievements you can include on a high school resume:

- Member of the National Honors Society
- Elected student body president for the 2016/2017 school year
- Awarded school newspaper best feature article of the year
- Helped yearbook staff increase ad sales 30% year over year

Share Hard and Soft Skills

Hard skills are abilities that are specific to the job while soft skills are attributes that can be applied in any position. In most cases, hard skills are learned and based on experience while soft skills are rooted in your personality and are often not easily taught.

For example **Hard skills:**

- Photoshop
- Google Docs

Soft skills:

- Active listening
- Verbal communication
- Accepting constructive criticism

Resume Example

An example Resume and a Worksheet to help you develop and create your resume has been provided in the handouts.

Resources

<https://www.princetonreview.com/college-advice/high-school-resume>

<https://hschoolresume.com/BuildResume>

<https://www.youtube.com/watch?v=SubXh4TDnsM>

THIS GOOGLE DOC CAN BE FOUND UNDER THE SCHOOL COUNSELING TAB ON OUR CENTRAL HIGH WEBSITE

Cover Letter Do's and Don'ts

- **Do address letter to specific person**
- **Do have a strong opening paragraph**
- **Do sell yourself**
- **Don't make it too long (3 paragraphs)**
- **Do thank the reader**
- **Don't forget to sign the letter**