RESUME WRITING PACKET FOR HIGH SCHOOL STUDENTS

This lesson contains instructions for a resume that any student can complete, regardless of work experience or lack thereof. Prewriting activities are supplied with an example of how the resume should look.
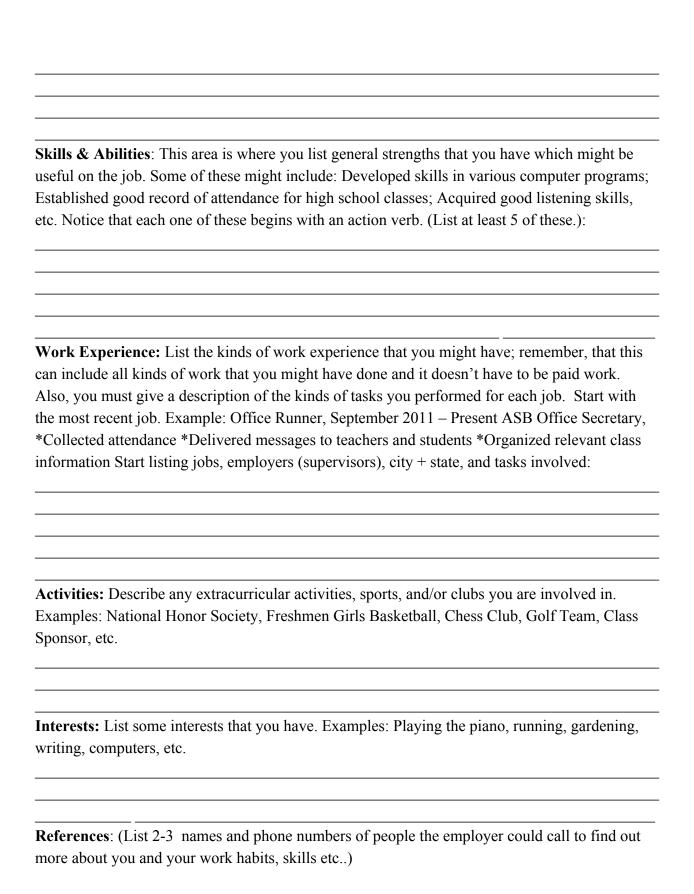
Basic Resume Writing

Today you will be creating a basic resume that you can use for a job, scholarship, volunteering, etc. This resume will be somewhat generic—it will be more about listing your accomplishments and the kind of experience you might have with working, even if it isn't paid work that you have done; your work experience may be as simple as babysitting, volunteering to tutor, being a teacher's assistant, or even helping in the school office.

You can easily customize this resume in the future. You will outline this resume today by hand; and you type it up later.

You need to first list the basic parts of the resume:

Heading List Your Address, Phone Number, and e-mail address (e-mail address should be professional sounding)

_____

_____

_____

Objective:

_____

(Example: To obtain a full-time position with your company and/or organization).

Education: List the high schools you have attended and year;

_____

_____

_____

In addition to listing the high school(s) you attended, list at least ten of the courses you have taken in high school thus far:

_____

_____

_____

_____

_____

List any educational rewards you have received (honor roll, honor roll mentioned, scholar athlete, student of the month, department awards etc:

_____
_____
_____
_____

Skills & Abilities: This area is where you list general strengths that you have which might be useful on the job. Some of these might include: Developed skills in various computer programs; Established good record of attendance for high school classes; Acquired good listening skills, etc. Notice that each one of these begins with an action verb. (List at least 5 of these.):

_____
_____
_____
_____
_____ _____

Work Experience: List the kinds of work experience that you might have; remember, that this can include all kinds of work that you might have done and it doesn't have to be paid work. Also, you must give a description of the kinds of tasks you performed for each job. Start with the most recent job. Example: Office Runner, September 2011 – Present ASB Office Secretary, *Collected attendance *Delivered messages to teachers and students *Organized relevant class information Start listing jobs, employers (supervisors), city + state, and tasks involved:

_____
_____
_____
_____
_____

Activities: Describe any extracurricular activities, sports, and/or clubs you are involved in. Examples: National Honor Society, Freshmen Girls Basketball, Chess Club, Golf Team, Class Sponsor, etc.

_____
_____
_____

Interests: List some interests that you have. Examples: Playing the piano, running, gardening, writing, computers, etc.

_____
_____
_____ _____

References: (List 2-3 names and phone numbers of people the employer could call to find out more about you and your work habits, skills etc..)

_____

_____

_____

Example format for the resume (remember, the resume should take up a full page—no more, no less):

<div align="center">

Julie A. Green
36th Avenue Longview, WA 98632
(360) 555-1212 Julieag@zapmail.com

</div>

OBJECTIVE: To obtain a full-time position with your company.

EDUCATION: R.A. Long High School, Longview, WA, 2008 – Present
                         Classes Taken: Pre-Algebra, Algebra I, English I, English II

SKILLS and
ABILITIES: (fill in with data from you sheet)

WORK EXPERIENCE: (fill in with data from your sheet)

ACTIVITIES: (fill in with info. from above)

INTERESTS: (fill in with info. from above)

REFERENCES: (fill in with data on the other side)