

Creating a Resume

What to Include

1. Contact Information
2. Objective
3. Education
4. Work Experience (Don't worry if you haven't got it)
5. Skills
6. Other Sections like:
 - a) Awards, Compliments, Honors
 - b) Trainings and Certifications
 - c) Volunteer Experience
 - d) Hobbies and Interests

Contact Information

Name. First and last.

Phone Number. List just one.

Professional Email. No *spongebobnopants127789@hotmail.com*. Try something more pro-level like *john.doe@gmail.com*.

Social Media. LinkedIn, GitHub, Twitter, Facebook, Tumblr, Instagram, Pinterest? Just pick the one or two with the best evidence you fit the job. Don't include these if they are not going to shed you in the best light. Only share if they are aligned and appropriate with the job you are applying to. Check the news. You'll find plenty of stories about someone who said the wrong thing on social media and lost their job.

Personal Website. Got a portfolio site? Write for a blog that shows you know the job? That's gold on a resume for teenagers. Add it.

Objective

Your objective needs to be short, sweet and to the point. It should be 1-3 sentences at the most.

WRONG

Enthusiastic waitstaff applicant with no experience, yet willing to learn and work very hard. I could really use this job. Please hire me.

Correct

Hard-working waiter, seeking to use proven customer service skills to foster excellence at the Southwest Diner.

Education

A resume for teens needs:

- [Degree](#) (If you've graduated)
- School Name
- Graduation Date (or anticipated graduation date: Spring 2020 or May 2020)

- [Relevant coursework](#)
- Favorite classes
- Key achievements

WRONG

Central Islip High School, NY

2014–2018

- Completed all coursework so far
- GPA 3.3

That high school resume example is generic.

You really need to list achievements. It's better if they fit the job.

RIGHT

Central Islip High School, NY

2014–2018 (Graduating in May)

- Excel on Debate Team.
- President of Yearbook Board.
- Varsity Track Team member.

Do you have to add your GPA? Only if it's impressive. If it is below a 3.5, feel free to cut it out.

Experience

- Volunteer Work
- Part-Time Jobs
- Freelancing Experience
- Job Shadowing
- Extracurricular Activities
- Impressive Efforts

A resume for teens just has to prove you're not a slacker.

Maybe you just did yard work for your parents every Sunday? Even that can work on a teenager resume.

RIGHT

Volunteer Food Server

- Served diners in a high-volume soup kitchen.
- Commended by management for taking on thankless duties.
- Pitched in with food prep when needed.
- Provided first-response medical care to a diner who had passed out.

WRONG

Experience: None yet since this would be my first job apart from babysitting but everybody says I'm really easy to get along with and I'll work hard.

If you feel like you don't have enough experience to list, now is the time to think about what you can do to add to this section. When we are done with Social Distancing what organization are you interested in working with?

Skills

First: Focus on the skills shown in the job ad.

Next: Show when you have used them.

Meet Bob. He's applying for a job that wants **customer service** and a **friendly attitude**.

WRONG

Skills: MS Office, strong work ethic, teamwork, customer service, organized, adaptable, friendly, honest, physically fit...

Oops. Bob buried his key skills. He hoped the manager would like the extra skills.

Trouble is, anyone can say they've got a lot of skills. A long skills list with no proof is like handing in a blank test sheet.

Don't be like Bob.

Be like Sheryl. Here's her teen resume example:

RIGHT

- **Served food to diners** at busy banquets approximately once a month.
- Bussed tables.
- Served drinks.
- Commended 4x by management for **friendliness**.

If you're vying for a waitstaff job, show you've worked with people or helped others.

If you're looking for a job in a kitchen, show you've handled stress, collaborated, and obeyed instructions.

A [recent study](#) shows the skills employers love most:

Teenage Resume Skills

Skill	% of Respondents
Problem Solving	82.9%
Teamwork	82.9%
Communication (Written)	80.3%
Leadership	72.6%
Strong Work Ethic	68.4%
Analytical	67.5%
Communication (Verbal)	67.5%
Initiative	67.5%
Detail Oriented	64.1%
Adaptable	60.7%
Tech Skills	59.8%
Interpersonal Skills	54.7%
Computer Skills	48.7%
Organized	48.7%
Planning	39.3%
Creativity Skills	29.1%
Friendly	27.4%
Tactful	22.2%
Entrepreneurial	19.7%
Fluency in Foreign Language	4.3%

Great teen resume skills, right? Now don't believe them.

Wait, what?

If you're going for a job where 95% of the clients speak Chinese, Chinese fluency counts more than 4.3%.

Your job as an applicant? Prove you have the skills to do the job you are applying for

Other Sections

Awards, Compliments, Honors
Activities
Associations
Publications
Trainings and Certifications
Volunteer Experience
Hobbies and Interests

RIGHT

Eagle Scout - Boy Scouts of America

- Achieved Eagle Rank in October of 2017
- Eagle Scout Project: "Food for the Homeless" event fed 40 people
- Earned Salesmanship merit badge 2016

Award

- 2017 Received Beacon of Hope Award for exemplary community service

Additional Activities

- Volunteer monthly to walk dogs at Islip Animal Shelter
- Avid kayaker, pay for and maintain my own gear
- Help parents with yard work approximately 150 hrs/yr

Certification

- First Aid and CPR - American Red Cross

Tips

A teen resume should be no longer than one page.

Do NOT use a Word template. They look terrible and are difficult to use!!

Your resume should be appealing to look at, but don't use fancy fonts that are difficult to read.

Make your contact information stand out. It should look like business letterhead

****Examples and outline are directly from <https://zety.com/blog/teen-resume-example> with my personal opinions and a few additions.**