

Tips for Writing a Resume

Many high school students decide to find a part-time job or internships for financial reasons or to begin acquiring valuable experience for college and their future careers. Although high school students may not have much job experience, a well written résumé not only reflects the applicant's best qualities and professionalism, but is often required by employers.

- Highlight your best skills -- this is the place to emphasize strengths!
- Modify your skills and experiences to relate to the position you are seeking.
- Have someone read your résumé to check for errors.
- Be honest about the items you record on your résumé.
- Employers see creativity in how you describe yourself, not through fancy fonts and styles—use a font that is easy to read. (**Do not** **handwrite** your résumé.)
- Receive permission from individuals you will be using as references prior to sending your résumé.

Alicia Applicant

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Objective Obtain a part-time job as a Sales Associate, providing excellent customer service and assistance (*Always be as specific as possible and try to use the job title*)

Qualifications/Skills (*This is where you can shine! When you can, support your skills with evidence*)

- Merchandising Skills
Sold merchandise at school store and during employment at Vons
- Organizational Skills
Kept inventory and records of merchandise at school store
- Written Communication Skills
Published in school newspaper, *The Hawk*
- Bilingual: Native Spanish speaker

Work Experience (*Include positions held, dates worked, and a small description*)

Volunteer, Boys and Girls Club Summer 2006-Present
Duties involve extensive communication with parents and children from different backgrounds

Sales Associate, Vons December 2008-June 2009
Duties included stocking shelves, assisting customers, and operating cash register

Education

Mission Bay High School Diploma in progress (Graduate June 2010)

Accomplishments (*This is where an employer can learn more about you and your other interests*)

California Scholarship Federation 2006-2009 membership
Boys & Girls Club Star Volunteer 2006-2007 award
Mission Bay Junior Varsity Basketball MVP 2008-2009 award
Senior Representative, Key Club 2009-2010

References

Available upon request