

High School Resume: What Sections to Include



Writing a resume may seem like a scary task for High School students. Many Students think they have nothing to put on a resume so why even write one. Your resume is an employer's look into more than just what prior experience you have. You may be thinking, if it is not just about my experience, what should I write down? This is a SparkNotes version of what to include in your high school resume.

Here's what you need to include in a high school resume template:

Contact Details

An employer needs to know how to contact you. Here's the resume contact information to include.

- ✓ Your name
- ✓ Email address
- ✓ Phone number
- ✓ LinkedIn profile (if you have one)

For your email address, make sure it's sensible. Brodog999@gmail.com just doesn't work for a resume. If you do not have a sensible address go and make one.

Your mailing address can be included but is not vital. The phone number is essential. Don't worry, it's not like that creepy guy in math class who keeps asking for your number. You actually want this sort of phone call.

Social media is not needed on a resume template. You do need to check your online presence and make your settings private. Some Employers will be searching you up online and you want to make sure they don't have anything pop up that will make them throw out your resume.

Resume Objective

It's just a brief introductory statement for your resume.

Make sure you:

- Specifically mention the job you're applying for.
- List your skills and achievements that make you suitable.
- Include your goals and the experience you want to get from the job.

Objectives are perfect for a high school resume because they focus on skills and goals, not work experience which many students are lacking.

Work Experience

Though if you do have work experience we recommend you use a section on your resume to list those experiences. Doing so will make you stand out from other high school students and employers love hands-on experience. If you don't have any, leave this section out and don't worry. Hiring managers will understand you don't have that experience.

Do it like this:

Chronological Resume Format

Put your most recent job first, going backwards in order for any others. Include the place you worked, job title, and period of employment. Just the month and year is fine.

Write up to six bullet points that don't just list your duties but help to show off achievements and skills. Employers don't want to just know what you do, but how you did it well.

Education

There's no avoiding it, you're still a student. Education is your full-time gig and work is going to be a side hustle for now. Don't be tempted to leave out your education section. It's what you spend most of your time doing! Make this section first if you do not have a work experience section.

Highlight academic achievements like a good GPA. If it's 3.5 or higher, put your GPA on your resume, if not then leave it out. Attendance, good grades in classes that relate to the job you are applying for, and any achievement that you have obtained. Viking Valor maybe

Skills

Skills come in two types. Hard skills for a resume and soft skills.

Hard skills are those you specifically learn, like programming.

Soft skills come more from experience and common sense, not formal learning. Think teamwork and communication skills.

Do not just google skills and go copy paste crazy. Employers pride themselves in being able to weed out the bad employees before they are even hired. The copy and past may get you the interview, but you will fail in the interview if you can not represent those skills you listed. Don't lie on your resume. Ultimately, you will be caught. Be smart about it, there's actually a free cheat sheet you can use and it's called the job ad. Just read it, note the skills the employer wants and if you have that skill put it on your resume. That's how you create a targeted resume.

Additional Sections

Everybody loves a little something extra and employers are no exception. When you've got no work experience employers may need a little more convincing that you're a good candidate. Additional sections do just that. Here are some ideas.

Hobbies

Stick to ones that show off employment skills. Team sports show off teamwork and leadership skills. Interest in Chess shows intelligence and strategic thinking. Clown cosplay, That's just weird and scary. You get the picture.

Volunteering

A great choice, because 82% of managers look favorably on volunteering experience. 85% will even overlook other faults on your resume if you show you're a volunteer.

Languages

Always include resume language skills. Speaking another language is a big plus, especially for customer-facing jobs.

Extracurricular Activities

Some stuff doesn't fall neatly under the sections above. Activities like academic clubs and other high school organizations are perfect to include.