

Resume Writing Tips

Having a resume in high school is just good sense. You never know when a potential employer might request one. Below are some helpful tips to get you started.

Heading / Personal Details

Your name, address, telephone number, and e-mail address should all go at the top of your resume. Be sure to use a permanent address and telephone number. Also, remember to use an e-mail address that sounds professional. FirstnameLastname@ is the standard format for an e-mail address when using it on a resume. Do not use an e-mail address that doesn't sound professional.

Creating a professional email address

While a “cute” or “cool” email address can seem clever among your group of friends, it can send the wrong message to a potential employer. Avoid email addresses that use nicknames, profanity or are offensive. Employers do not want to see these kinds of email addresses on job applications. The following examples are considered inappropriate for resumes or job applications:

ladiesman@hostname

girlygirl@hostname

spacecadet@hostname

netflixandchill@hostname

thenextkimkardashian@hostname

sleepin01@hostname

evilgoddess@hostname

Not only do the above emails come off as juvenile, but a few of them would also make employers question your character. For instance, “sleepin01” may raise concerns about laziness and motivation. It's fine to have a separate email address for personal use among your family and friends, but be sure to create a professional email address before you begin filling out job applications when applying for employment.

Choose a simple and straightforward email address

When creating a professional email address, keep it simple and straightforward. Use variations of your first, middle, and last name. Here are some ideas to guide you:

john.smith@hostname

john_smith@hostname

jsmith@hostname

johns@hostname

johnraysmith@hostname

john.r.smith@hostname

j.r.smith@hostname

smith.j.r@hostname

Taking a little time to think about how your email looks from an employers prospective can go a long way toward presenting a professional image.

Objective

An objective lets potential employers know your main goal. If you want to get a part-time job, you will need to modify your objective to that particular job you are applying for, such as "To obtain a part-time barista position with Starbucks."

Education

In the education section, list the schools you have attended. Be sure to include your most recent subject results. You can also mention any academic honours, awards, and/or recognitions that you have received. These can include Meritorious Awards, Student of the Week, Writing awards, science competitions, etc.

Experience

The experience section should briefly give an overview of work experience that has taught you valuable skills. In this section, include: title of position, name of organisation/employer, location of work (town and state), dates of employment, and description of work responsibilities. Be sure to use action words to describe your job duties, such as sold, created, processed, etc. Since many high school students do not have a lot of work experience, you can also describe class projects in which you have learned important skills or even leave this section out altogether and concentrate on the education/academics and additional information/extracurricular sections.

Additional Information/Extracurricular Activities

The additional information or extracurricular section should be used to place key elements of your background that do not fit in any other section. You may want to include: special skills, leadership roles, volunteer experiences, participation in sports, band, other clubs, etc. This section is where you can demonstrate your uniqueness.

References

References on your resume need to be people who can provide honest feedback about your current skills, work ethic and can recommend you for employment. A reference is typically a former employer, a supervisor, a teacher, or someone who has known you for a long period of time. This could include a sports coach or club president. References are typically NOT family members. Be sure to ask people if they would be a reference on your resume before you give their names out. In this section, include: references name, their job title/position, the name of organisation/employer they

work for, and their contact details e.g. phone number and or email address. You can also obtain a written reference which you can attach to your resume.