Spokes on a Wheel

Resume Packet

High School Student Applying for Part- or Full-time Jobs

This packet is a how-to guide on building a strong resume for a high school student applying for part-time or full-time work. This packet is for students who have some working experience. If this is your first time creating a resume, check out this packet here.

This packet includes:

1. Blank resume template
2. Resume template with notes
3. Resume example
4. Comprehensive notes on resume best practices

If you'd like personalized, expert help, we would love to work with you to construct a glowing resume. Book a session with us here!

For more free resources like this one, visit our resources library.

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Blank Template

(Delete this line and title above before use)

First and Last Name

Address | Phone number | Email

Objective

Education

School, GPA

Start month and year-End month and year

-

Course, University/Platform, Grade/Achievement

Start month and year-End month and year

-

Work Experience

Position name, Organization

Start month and year – End month and year

-

Leadership Experience

Position name, Organization

Start month and year – End month and year

-

Volunteer Experiences/Other Relevant Experiences (edit before use)

Position name, Organization

Start month and year – End month and year

-

Skills

-
- **Languages:**

Template with Notes

(Delete this line and title above before use)

First and Last Name

Address | Phone number | Email

Objective

Write 2-3 sentences on your professional objectives and how the position you're applying to will help you achieve these goals. Since this is your first job, focus on what skills you want to gain.

Education

School, GPA

Start month and year-Projected end month and year

- Relevant experiences - Awards/scholarships, honor societies, committees.
- Relevant coursework: Class A, Class B, Class C.

Course, University/Platform, Grade/Achievement

Start month and year-End month and year

- Relevant experiences - Awards/scholarships, honor societies, committees.
- Relevant coursework: Class A, Class B, Class C.

Work Experience

Position name, Organization

Start month and year – End month and year

- Bullet points with personal, professional, and group accomplishments, skills learned, and opportunities found.

Leadership Experience

Position name, Organization

Start month and year – End month and year

- Bullet points with personal, professional, and group accomplishments, skills learned, and opportunities found.
- Club leadership and youth group experiences should be listed here.

Volunteer Experience/Other Relevant Experiences (edit before use)

Position name, Company

Start month and year – End month and year

- Bullet points with personal, professional, and group accomplishments, skills learned, and opportunities found.

Skills

- **Professional skills:** skill 1, skill 2, etc.
- **Languages:** language 1 (proficiency level), language 2 (proficiency level).

(Ex 1) Folk A. Spokes

5 Street Rd, San Francisco, CA 99999| 555-555-5555 | folks@spokesonawheel.com

Objective

Seeking to use my knowledge of social media and love for animals to help New Animal Shelter gain community interest. Through my experience, I can help the shelter develop its public platforms. My goal is to develop marketing skills while working with and for animals.

Education

New School, 3.6 GPA

September 2019-Projected June 2024

- Recipient of the Counselor Award for Kindness
- Relevant coursework: Calculus AB, Intro to Coding

Work Experience

Office Admin, Old Animal Shelter

January 2020 – December 2021

- In-charge of maintenance activities around the shelter, including: cleaning up the pens, organizing paperwork and supply closets, and fixing the printer.
- Provided hands on care for new puppies and kittens to help them socialize before going to their new homes and kept track on an excel sheet which animals have been socialized.

Leadership Experience

Vice-President, Cultural Club

May 2021– Projected June 2022

- Run our monthly meetings and organize resources and materials for our 30 members.
- Facilitate our club booth at the Fall Carnival and oversee our booth shift schedule.

School Liaison, Sports Team

September 2020 – September 2021

- Led and oversaw all details for our bimonthly lunch-time bake sale, including keeping track of our parent contact list and communicating with school officials.

Volunteer Experience

Campaign intern, Joshua Heller for Mayor Campaign

August 2020 – July 2021

- Organized data analytics from the campaign Instagram together with 3 other interns to help the campaign reach targeted populations through static posts, stories, and reels.

Skills

- Family pet-owner for over 10 years and quick technology learner.
- **Computer skills:** Google Suite, Microsoft Office Suite, Python
- **Social Media:** Instagram, TikTok, Snapchat
- **Languages:** Spanish (fluent), French (beginner)

Notes:

General:

- A resume should be no more than one page.
- Always save and send a resume as a pdf file. Make sure your name is in the file name.
- Bullet points should be specific and written as action commands (Ex. “Planned and led…”).

For the title:

- Adding an address is only relevant if applying for local onsite jobs.
- Make sure the email you use is professional looking. No silly words or catchphrases. Best case scenario, the email address is basically your name.

For the objective:

Use this section to tell the organization you’re applying to a little about yourself - your job goals and what skills you hope to gain from this job. Highlight a few skills that you will be able to bring to this position. It’s ok to be creative about what you bring to the role if you don’t have direct past experience. Are you applying for a job in customer service? List your natural friendliness and comfort in talking to people.

For education:

- End dates can be projected if you are still in school.
- Make sure to state if you go to a special high-school (ex. Waldorf, IB School, Math-focused).
- Listing relevant coursework is optional, based on the position for which you're applying. This can be a great way to highlight skills where you have a strong academic background but no direct out-of-classroom experience. Also, in topics where courses are sequential, only highlight the most advanced course (Ex. Calculus).
- You can place in this section other educational experiences (Ex. Exchange programs, educational summer programs/camps, etc.).

For leadership experience:

List in this section any leadership experience you’ve had. This is a great place to highlight your involvement in school or in your community, and what skills and responsibilities you’ve gained from your experiences. Examples of proper things to list: Positions on sports teams, clubs, and honors societies, and any mentorship you’ve performed. If you’ve participated in any teen programs that build leadership skills, these can be listed here too (Ex. youth groups).

For other relevant experience:

The title of this section should reflect what specific content you will be sharing. This is a good section to highlight holistic experiences that were not strictly educational or professional, but showcase elements that make you a better candidate. Examples of proper things to list: camps, certificates, long travel experiences, intensive volunteering, and gap year programs.

For skills:

This section is a place to show competency and uniqueness. List relevant skills for the position for which you're applying as well as overarching skills that are typically competitive (ex. Coding). To find what skills a particular position is looking for, scan the application itself. If you see a skill listed that you have, list it in your resume.

Examples of good skills to list:

- Languages (list proficiency after each language. Proficiency levels - beginner, intermediate, advanced, fluent, native.)
- Computer skills: Google Suite, Microsoft Suite, coding languages, softwares, website design, marketing platforms
- Trainings: CPR