HIGH SCHOOL STUDENT RESUME TEMPLATE

Replace the bracketed prompts with your information. Delete sections that do not apply. Keep your finished resume to one page.

[FIRST NAME LAST NAME]

[City, State] • [Phone] • [Professional email] • [LinkedIn or portfolio link, optional]

PROFILE / OBJECTIVE

Motivated high school [grade] student interested in [architecture / construction / engineering / skilled trade]. Seeking [internship / summer program / first job] to apply [2–3 relevant strengths] and learn from industry professionals.

EDUCATION

[High School Name] — [City, State] Expected graduation: [Month Year]
Relevant coursework: [Geometry, Physics, CAD, Engineering, Design, etc.] | GPA: [optional]

PROJECTS & HANDS-ON EXPERIENCE

ACE Mentor Program — [School/Team] [Year–Year]
• Collaborated with a team to [describe design/build project or challenge].
• Used [SketchUp, drafting, measuring, research, presentation] to [specific result].
• Presented [project/proposal] to [mentors, classmates, judges, etc.].

WORK, VOLUNTEER OR LEADERSHIP EXPERIENCE

[Role or Activity] — [Organization] [Month Year–Month Year]
• [Action verb] + [what you did] + [result or impact].
• [Show responsibility, teamwork, customer service, problem-solving, or initiative].

SKILLS

Technical: [SketchUp, AutoCAD, Microsoft Office, Google Workspace, etc.—only if applicable]
Professional: [Communication, teamwork, time management, attention to detail]
Languages / certifications: [Optional]

ACTIVITIES & ACHIEVEMENTS (OPTIONAL)

[Clubs, sports, awards, competitions, student leadership, community service]

QUICK TIPS

Use specific examples and action verbs. Include school projects, ACE participation, volunteering, and family responsibilities when relevant. Do not include your photo, birth date, or full street address. Proofread and save a PDF copy when applying.