

Can your
resume
pass the
10
second
scan?

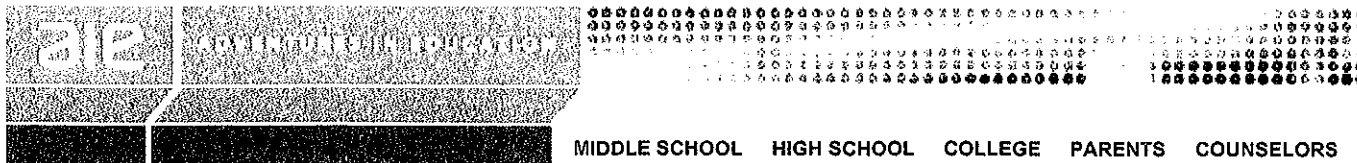
Writing a High School Resume

- Research says it takes only 7 seconds for a person to form a first impression.
- Employers receive dozens, sometimes hundreds of resumes in the mail each week.
- Only 2 out of every 100 resumes results in a job interview.
- Research indicates that employers give your resume a 10-second glance, and if it's too long, too wordy, too cluttered or too disorganized, it gets tossed.

Create a Resume that Employers will Read

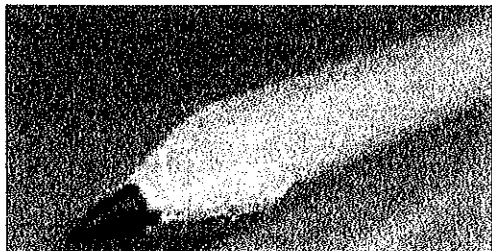
WCHS Career Program

- Keep it SHORT and SIMPLE (KISS)
- Limit your resume to one page
- Use 1" margins or smaller on all 4 sides
- Avoid fancy type such as outline, shadow, etc.
- Double space between the sections if possible
- Bold, underline or capitalize the section headings to make them stand out
- Single space within each section
- Use bullets or dots to separate one item from another
- Use phrases instead of sentences; no paragraphs
- Use simple, everyday language
- Be specific and give examples
- Stress your skills and achievements
- Be positive, be honest, don't exaggerate



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DEVELOPING YOUR RESUME



HIGH SCHOOL

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The first impression you make with a potential employer is usually on paper — through your resume.

If you want your potential employer to see you for the organized, intelligent, hard-working person you are, you need to make that clear on paper. Here are some tips for preparing a resume:

- Keep it short — one page, if possible.
- Be neat; print your resume on a quality desktop printer.
- Be honest about your skills and work experience.
- Be concise and use action words and phrases when describing your experience.
- Ask someone you trust to check over your resume before submitting it.

Be sure to include your name, address, phone number, education, and work experience. You may also want to include your job objective (which states what type of position you are seeking), awards and honors you've received, and contact information for three references.

We recommend that you include a **cover letter** with every job application that states why your qualifications fit the position and why you want to work with the company. Follow-up by phone a few days after the employer has your resume to make sure everything is in order.

Some positions also require job seekers to complete application forms. Be sure to meet the application requirements for the job you are seeking.

See also:

- [Top Resume Questions](#)
- [Skills for Any Resume](#)
- [100 Great Resume Words](#)
- [Common Resume Mistakes](#)
- [Cover Letters](#)
- [Sample Resumes](#)

SEARCH

Résumé Writing Definitions

Your name should be seen clearly at the top of the résumé; include your address, home & cell phone number, e-mail address APPROPRIATE for business use, or any other pertinent contact information. In two years, if you have a temporary address (like one at college,) include that as well, but be sure to note which address is temporary and which is permanent.

The objective is a short way of saying what you want the résumé to accomplish. It can be as simple as the job title of the position you are applying for or as descriptive as the job activities you want to perform. Either way, keep it short and concise. For our purposes, your objective will be related to your job shadow field.

The Education section should contain both past and current educational endeavors. List your most recently attended school first. You don't need to go back any further than high school. Be sure to note your current grade or if you have graduated. Include your Grade Point Average (G.P.A.) if it is an asset. List any college track courses you may be enrolled in or special training you may have taken.

If you have special skills related to the job you are seeking, highlight them in the Skills section. For example, computer skills should be cited when seeking an office position.

A summary of your work experience is another extremely important part of your résumé. List your previous jobs chronologically, starting with the most recent job first. Include your job title, the name and location of the organization, and the dates you worked. Describe your job duties and accomplishments briefly using strong past-tense action verbs.

If you have gaps in your work experience (i.e. you went to summer camp instead of working,) try to fill in those gaps. A gap can insinuate laziness, so fill in the gap with the activity that took the place of having a job.

This section briefly lists your interests and activities in high school and college. You can also include any leadership positions you held in clubs, sports, and other organizations. Informal interests, like bicycling or cooking, can be included.

List awards you received both academically and extracurricularly. Be sure to briefly explain the award if it is unclear.

Volunteering shows a commitment to the community that many employers like to see. Include where you volunteered and briefly describe what you did. If it was a definite term, give starting and ending dates.

References are people you know well who would be willing to give you a positive recommendation. Before listing someone as a reference, always ask his or her permission first! Teachers, neighbors, employers, ministers, and others who know you well (excluding relatives and friends) usually make good references. Instead of listing references, you can also make them available upon request. If you make your references available upon request, have an extra typed sheet of the reference contact information on hand.