

Resume Tips

1. Do Your Research

Look up high school student resume examples for inspiration.

2. Create A Document

Consider finding a template in Google Docs, Canva, or another source. You can also update a previous resume if you have one. To find templates in Google Docs, hover over "New Doc," click "From a template," and scroll to find resumes. Personalize your chosen template by adjusting fonts or colors. Keep it simple and easy to read.

3. Organize Your Content

Place the most important information at the top, prioritizing recent experiences. Keep the format clean and easy to follow.

4. Include Your Contact Information

Make sure your phone number and email address are correct and clearly visible. Set up your voicemail if you haven't already, and ensure it's not full so employers can leave a message.

5. Include a Summary Section

At the top of your resume, include a brief summary or objective section that shares why you are applying for the position. You could also highlight the top skills or reason why you would be a good candidate.

Example: "I am a high school student interested in pursuing a career in engineering and am seeking hands-on experience through the Youth Apprenticeship program to learn more about the field."

7. List Relevant Experience

Include past jobs and define the skills you've gained in that position that align with the position you're seeking. If you don't have job experience, that is okay.

8. Highlight Coursework or Projects

Include relevant courses or projects. List any skills or tools you've gained from these experiences.

9. Show Involvement

Include any extracurricular activities, sports, clubs, volunteering, or awards you've earned.

10. Keep It Short

Limit your resume to one page.

11. References

If you have space and want to list references, ensure you ask if someone is willing to be a reference first.

12. Save and Share

Save your resume as a PDF and share it as an attachment in emails. Do not share a Google Doc.

[Video Resource](#)

Watch this video for more tips on creating your resume and using AI to assist you.