

Resume Building 101

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How to build a Resume

- A resume is a one-page summary of your skills, experience, education, and activities.
 - It helps an employer quickly learn who you are and what you can bring to the job.

1. Contact Information

Put your full name at the top.

- Add a phone number you check regularly.
- Use a professional email address.
- Add your city and state. You do not need to list your full home address

Example: Jordan Martinez | (209) 555-1234 | jordanmartinez@email.com | Patterson, CA

2. About Me

- Write 2-4 sentences about yourself.
- Mention your strongest qualities and skills.
- Say what kind of job or experience you are looking for.
- Keep it positive, short, and focused on what you can offer.

Example: Motivated and dependable high school student with strong teamwork and communication skills. Seeking a part-time job to gain experience and contribute to a team.

3. Skills

- List things you are good at that can help you at work.
- Think about skills from school, sports, clubs, home, or volunteering.
- Choose skills that match the job you are applying for.

Example: Teamwork • Bilingual • Organized • Customer Service • Computers • Quick Learner

4. Work Experience

- List your most recent experience first.
- Include the job or role, where you worked, and dates.
- Use short bullet points to explain what you did.
- No formal job yet? Babysitting, yard work, helping a family business, or other regular work can count.

Example: Babysitter — Prepared snacks, helped with homework, and kept children safe and supervised.

5. Education

- Write the name of your high school.
- Add the city and state.
- Include your expected graduation year.
- You can add strong academic achievements if they help your application

Example: Del Puerto High School | Patterson, CA | Expected Graduation: May 2027

6. Volunteer Experience

- Include places where you helped without getting paid.
- School events, community organizations, clubs, churches, and thrift stores can count.
- Explain what you helped with and the skills you used.

Example: Saint Vincent Thrift Store — Sorted donations, organized merchandise, and helped keep the store clean.

7. References

- Choose 2-3 adults who can speak positively about you.
- Good choices include teachers, coaches, counselors, supervisors, or volunteer leaders.
- Ask the person for permission before listing them.
- Do not use friends or family members.

Example: Name | Job/Title | Phone | Email | How you know them

Quick Resume Tips

- Keep your resume to one page.
- Check spelling, grammar, phone number, and email.
- Use simple fonts and keep the layout clean.
- Be truthful—do not add experience or skills you do not have.
- Update your resume as you gain new jobs, skills, and volunteer experience

YOUR NAME

Phone Number | Email | City, State

ABOUT ME

Write 2–3 sentences about yourself. Say what you are good at, any experience you have, and what kind of job you are looking for.

Example: I am a responsible high school student who works well with others. I am looking for a part-time job where I can learn new skills and gain work experience.

SKILLS

List things you are good at that could help you at a job. You can include skills you learned at school, home, sports, clubs, or other activities.

Examples: • Teamwork • On time • Organized • Customer service • Computers • Bilingual • Good communication

WORK EXPERIENCE

List any jobs you have had. Start with your most recent job. Write your job title, where you worked, when you worked there, and a few things you did. If you have never had a job, you can include babysitting, yard work, helping a family business, or other work you have done.

JOB TITLE | Place You Worked | Month/Year–Month/Year

- What did you do at this job?
- What were you responsible for?
- What skills did you use or learn?

JOB TITLE | Place You Worked | Dates

- What did you do?

EDUCATION

Write the name of your high school, the city, and the year you expect to graduate.

High School Name — City, State | Expected Graduation: 20____

VOLUNTEER EXPERIENCE

List places where you helped without getting paid. This can include school events, church, clubs, sports, community events, or helping an organization.

Volunteer Role | School/Organization | Dates

- What did you help with?

REFERENCES

List 2–3 adults who can say good things about you and your work. You can use a teacher, coach, counselor, supervisor, or volunteer leader. Do not use friends or family. Ask the person before adding them.

Name | Job/Title | Phone Number | Email | How You Know Them

YOUR NAME

Phone Number | Email | City, State

SKILLS

List things you are good at that could help you at a job.

Examples:

- Teamwork
- On time
- Organized
- Computers
- Bilingual
- Good communication
- Customer service

EDUCATION

Write your high school name, city, and the year you expect to graduate.

High School Name

City, State

Expected Graduation: 20____

REFERENCES

List 2–3 adults who can say good things about you. Ask them first. Do not use friends or family.

Name

Job/Title

Phone Number

Email

How You Know Them

ABOUT ME

Write 2–3 sentences about yourself. Say what you are good at, any experience you have, and what kind of job you want.

Example: I am a responsible high school student who enjoys working with others. I am looking for a part-time job where I can learn new skills and gain experience.

WORK EXPERIENCE

List any jobs you have had, starting with your most recent. If you have never had a job, you can include babysitting, yard work, helping a family business, or other work you have done.

JOB TITLE

Place You Worked | Dates

- What did you do?
- What were you responsible for?
- What did you learn?

JOB TITLE

Place You Worked | Dates

- What did you do?
- What skills did you use?

VOLUNTEER EXPERIENCE

List places where you helped without getting paid. School events, clubs, sports, church, and community activities can count.

Volunteer Role

School/Organization | Dates

- What did you help with?

JORDAN MARTINEZ

(209) 555-1234 | jordanmartinez@email.com | Patterson, CA

ABOUT ME

Motivated and dependable high school student with experience caring for children, helping with family projects, and volunteering in the community. Strong communication, teamwork, organization, and time-management skills with a positive attitude and willingness to learn. Bilingual in English and Spanish and comfortable working with different people in busy environments. Known for being responsible, respectful, on time, and able to follow directions. Seeking a part-time position where I can provide excellent service, build new skills, and contribute as a reliable member of the team.

SKILLS

- Teamwork
- Time management
- Customer service
- Bilingual: English & Spanish
- Dependable & on time
- Quick learner
- Communication
- Basic computer skills
- Organization

WORK EXPERIENCE

Babysitter | Patterson, CA | June 2025–Present

- Provide responsible care for two children during after-school hours and weekends.
- Prepare meals and snacks while following family routines and instructions.
- Assist with homework, activities, and age-appropriate play.
- Maintain clean, safe, and organized play and eating areas.

Family Yard & Home Projects | Patterson, CA | 2024–Present

- Complete yard maintenance, cleaning, organizing, and other assigned projects.
- Follow instructions, use supplies responsibly, and complete tasks on time.
- Work independently and with family members to complete larger projects.

EDUCATION

Del Puerto High School | Patterson, CA

Expected Graduation: May 2027

VOLUNTEER EXPERIENCE

Volunteer | Saint Vincent Thrift Store | Patterson, CA

- Assist with sorting, organizing, and preparing donated items for the store.
- Help keep merchandise and store areas clean and organized.
- Work with staff and other volunteers to complete daily tasks.
- Provide friendly and respectful assistance when interacting with customers and community members.

REFERENCES

Ms. Sarah Johnson | Teacher, Del Puerto High School

(209) 555-2345 | sjohnson@example.com | Relationship: Teacher

Mr. David Lopez | Volunteer Supervisor

(209) 555-3456 | dlopez@example.com | Relationship: Volunteer Supervisor