

For high school students with **little or no formal work experience**, the goal of a resume is not to pretend you have experience—it is to highlight the skills, responsibilities, accomplishments, and activities you *do* have.

A simple high school resume structure

1. Contact Information

- First and last name
 - Professional email address
 - Phone number
 - City/State
 - Optional: LinkedIn
-

2. Objective or Summary

Keep this to 1–2 sentences. Explain what the student is looking for in a job and what they can contribute.

Example:

Responsible and motivated high school student seeking a part-time position to develop workplace skills and gain experience. Dependable, willing to learn, and able to work well with others.

3. Education

Put education near the top since it is currently one of their strongest qualifications.

College Park High School — Pleasant Hill, CA

Expected Graduation: June 2027

GPA: 3.5 (*if they want to include it*)

Relevant coursework can also be included if it relates to the position:

- Business
 - Computer Science
 - Culinary Arts
 - Child Development
 - Health Science
 - Engineering
 - Art/Design
 - Leadership
-

4. Activities & Involvement

This is especially important for students without jobs.

Include:

- Sports
- Clubs
- Student government
- Performing arts
- School organizations
- Academic teams
- Leadership positions
- Peer tutoring
- School events

Instead of simply listing the activity, describe what they actually did.

Example:

Varsity Soccer — College Park High School

2024–Present

- Attend regular practices and competitions while maintaining academic responsibilities
 - Work collaboratively with teammates toward team goals
 - Demonstrate commitment, communication, and time-management skills
-

5. Volunteer Experience

Volunteer work counts as experience!

Examples:

- Food bank
- Elementary school events
- Church/community events
- Youth sports
- Animal shelters
- Fundraising
- School events
- Community cleanups
- Helping family/community members

Example:

Community Food Bank Volunteer

June 2026–Present

- Assist with organizing and distributing food to community members
 - Work with volunteers to prepare supplies and maintain an organized environment
 - Follow directions and complete assigned tasks efficiently
-

6. Skills

Focus on skills that employers actually value.

Examples:

- Communication
- Customer service
- Teamwork
- Organization
- Time management
- Problem-solving
- Leadership
- Dependability
- Microsoft Office/Google Workspace
- Canva
- Social media
- Bilingual/multilingual abilities
- Basic technology skills

Avoid generic phrases like "I'm a hard worker" without evidence. Instead, demonstrate those qualities through activities and accomplishments.

7. Awards & Accomplishments

Students often forget this section.

Possible examples:

- Honor Roll
 - Academic awards
 - AP Scholar
 - Department awards
 - Athletic awards
 - Perfect attendance
 - Leadership awards
 - Scholarships
 - Competition placements
 - Certifications
-

What counts as "experience"?

Experience doesn't have to mean having a job.

Student experience	Resume skill it demonstrates
Playing a sport	Teamwork, commitment, time management
Babysitting	Responsibility, communication, problem-solving
Caring for younger siblings	Responsibility, patience, organization
Helping with a family business	Customer service, reliability
Volunteering	Initiative, teamwork, service
School club	Collaboration, communication
ASB/student government	Leadership, organization
Tutoring classmates	Communication, patience
Selling items online	Customer service, organization
Pet sitting/dog walking	Responsibility, reliability
School project	Collaboration, research, presentation
Theater/music	Discipline, teamwork, performance
Helping at community events	Organization, communication

Keep it to ONE page

For a high school student with no formal employment history, **one page is ideal.**

A good order would be:

NAME

Contact Information

PROFILE

1–2 sentences

EDUCATION

High school, graduation date, GPA if appropriate

ACTIVITIES & LEADERSHIP

Sports, clubs, ASB, etc.

VOLUNTEER EXPERIENCE

Community/school volunteer work

SKILLS

Technical + interpersonal skills

AWARDS & CERTIFICATIONS

If applicable

A few important resume tips for students

- Use a **professional email address**.
- Don't include a photo.
- Don't include age, date of birth, Social Security number, or other personal information.
- Use **action verbs**: assisted, organized, collaborated, created, managed, supported, led, communicated, volunteered.
- Start bullet points with action verbs rather than "I."
- Use consistent formatting and fonts.
- Proofread carefully—spelling and grammar matter.
- **Don't exaggerate or make up experience.**
- Tailor the resume to the job whenever possible.
- Save the final version as a **PDF** unless the employer requests another format.
- Name the file something professional, such as `Jordan_Smith_Resume.pdf`.

For students who say, "**But I don't have anything to put on a resume,**" have them make a quick inventory of:

Things I Do

- At school:
- At home:
- In my community:
- With friends/others:
- For fun:
- Things I'm good at:
- Things people ask me to help with:
- Responsibilities I have:
- Things I've accomplished:
- Things I've learned:

Then have them translate those answers into **skills + evidence**.

For example:

"I watch my little brother after school."

becomes:

Childcare/Family Responsibility

- Supervise younger sibling after school and ensure homework and daily responsibilities are completed.
- Demonstrate responsibility, patience, and time management.

That approach is particularly useful for freshmen and sophomores who genuinely may not have traditional employment yet.