

RESUME TIPS

To get you that all-important interview

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Is your **EMAIL** address something like `troublemaker@gmail.com`? Doesn't sound too professional, does it? Make a new one for job searching using just your name or initials.

IN GENERAL...

- Be sure the information you give is **relevant, true and complete**
- Make sure your resume is **easy to read** (large enough text) and **attractive** (**consistent formatting** and good organization)
- **Check your spelling and grammar**

Education

Central High School

- Perfect Attendance during first semester
- Maryland Scholar
- Expected graduation: May 2025

Pending 2023

Employment

Ellicott City Community Pool, Lifeguard

- 16 hours of work every weekend
- Trained in CPR and First Aid
- Maintained pool cleanliness and safety

Most high school students don't have much **WORK EXPERIENCE**. Employers expect that. Still, they want to know what makes you stand out. Nothing reflects your skills and achievements better than your transcript or a great resume.

Summer 2022

GPA
If your school gives your grades as a percentage, write "Avg. 87.3%." Only list if GPA is 2.5 or higher.

A+

Activities

J.V. Soccer, Team Captain

- 8 hours of practice and two games every week
- Led team to 14-2 record
- Highest goal percentage on team
- Won Spirit Award at end-of-year banquet

2020-2021

DATES
How long have you been involved or were you involved? Employers like to see commitment.

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Helping Hand Nursing Center, Volunteer

- 4 hours of volunteer work twice a month
- Talked to residents, designed activities and assisted nurses
- Recruited two more volunteers

2019-2020

Include things you do at school and in your community, as well as **VOLUNTEER** activities. Write about your role in the activity, what you do/did, what skills you've gained as a result and any achievements and honors.



Skills

- Bilingual: Spanish and English
- Basic computer skills, including word processing (Microsoft Word) and PowerPoint
- Organizational skills learned through balancing school, sports and family obligations
- Dedication and hard work proven through athletic success

Interests

- Reading
- Photography
- Spending time with family

This is a good place to **LIST THINGS YOU DO OR LIKE**, especially if they are related to the kind of job you want. For instance, if you want to be a lifeguard, mention that you love swimming and exercising.



KEY TRAITS AND SKILLS that will impress potential employers: responsibility, organization, dedication, hard work, multi-tasking, leadership, creativity and time management. Think about how you've learned or been able to use these skills or traits and describe the experience.



List can include **AWARDS, HONORS OR OTHER SPECIAL CLASSES OR CTE PROGRAMS**. Tip: List your sculpture class if you're applying for an internship at a museum.

