

About High School Resumes

Resumes

The purpose of a resume is to market a jobseeker to potential employers and to be invited for an interview.

As students become aware of their employability skills, they can begin developing a resume.

A High School Resume should:

- ✓ Provide an overview of work experience, job skills, and education.
- ✓ Be clear, easy to read, and organized by subject heading.
- ✓ Highlight the most impressive credentials. Put these credentials at or near the top of the resume. For high school students this is often their education. As they gain more work experience, this will change and they may start their resume with work experience or a qualification summary.
- ✓ Include many different experiences. Because high school students often have little or no work experience, it is therefore important that they include other experiences such as internships, school and volunteer experience, teams, youth groups or other organizations they are involved in, and leadership experiences (i.e. class officer, community outreach liaison, peer counselor).

Tips for Writing a Cover Letter⁷

A creative, well-written cover letter is often the best way to make a resume stand out from the endless sea of applicants and find its way into the “must read” pile of the person making the hiring decisions. Use these 10 simple tips to help BTE students develop a “wow” cover letter:

1. **Make yourself stand out.** Get the competitive edge by writing a cover letter that focuses on your unique and exceptional qualities. What makes you an ideal candidate?
2. **Target the right person.** Sending your letter to the proper person can make all the difference. Avoid generic addresses such as “To Whom It May Concern” or “Dear Sir or Madam.” Instead, call the company and find out the name and title of the person who does the hiring for the job that in which you're interested. Remember to ask for the correct spelling of his or her name. (Do not call the company if the job notification says “no phone calls please.”)
3. **Stay simple.** Keep your cover letter brief. Never send a letter that is more than a page in length; half a page is ideal. Be sure to use clear, professional language.
4. **Make it shine.** The overall visual impression of your cover letter can be just as important as what's written on it. Make sure to use crisp, quality stationery. Match the style of copy on your cover letter with the style of your résumé. Stick with one font and avoid solid walls of text that make the reader's eyes bounce right off the page.
5. **Be an attention getter.** Don't waste your first paragraph by writing a dull introduction. Grab the employer's attention from the start by pointing out how you can make a difference in a way no other candidate can. Keep in mind that you have only about one to two seconds to get your initial point across before the reader moves on to the next letter.
6. **Sell yourself.** Don't expect to wow a prospective employer with a lengthy checklist of past accomplishments and titles. Instead, position your accomplishments in terms of how you could bring the same benefits to their company. Your cover letter needs to answer the question “What's in it for my company?”
7. **Seek out a proofreader.** Never underestimate the negative effect of bad writing, which can greatly hurt your chances of landing a new position. Teachers, parents and career coaches make great proofreaders!
8. **Avoid exaggeration.** There's nowhere to hide when you finally land an interview and the prospective employer wants to know what you meant by “best in the world.”
9. **Close encounters.** Don't depend on the employer to take action. Request an interview and tell the employer when you will follow up to arrange it.
10. **Don't forget the follow-up.** After sending in your cover letter and résumé, it's imperative that you follow up. You'll greatly increase your chances of getting an interview if you call the employer directly after writing, rather than just sitting back and waiting for a call.

⁷ Adapted by: <http://www.allbusiness.com/human-resources/careers-cover-letter/1599-1.html>

Sample Cover Letter Format⁸

The following cover letter format lists the information that needs to be included in a cover letter submitted with a resume. BTE students can use this cover letter format as a guideline.

Writers Contact Information

Name
Address
City, State, Zip Code
Phone Number
Email Address
Date

Addressee Contact Information

Name
Title
Company
Address
City, State, Zip Code

Salutation

Dear Mr./Ms. Last Name, (leave out if you don't have a contact)

Body of Cover Letter

The body of your cover letter lets the employer know what position you are applying for, why the employer should select you for an interview, and how you will follow-up.

- **First Paragraph**
The first paragraph of your letter should include information on why you are writing. Mention the position you are applying for and where you found the job listing. Include the name of a mutual contact, if you have one.
- **Middle Paragraph(s)**
The next section of your cover letter should describe what you have to offer the employer. Mention specifically how your qualifications match the job you are applying for. Remember, you are interpreting your resume, not repeating it.
- **Final Paragraph**
Conclude your cover letter by thanking the employer for considering you for the position. Include information on how you will follow-up.

Close Complimentary

Respectfully yours,

Signature

Typed Name with Electronic (for email) or Handwritten (for a mailed letter) Signature

⁸ Adapted from: <http://jobsearch.about.com/od/coverlettersamples/a/coverformat.htm>

Sample High School Resume⁹

Outstanding Student

6 School Street, Arlington, VA 12333
home: 555.555.5555 cell: 566.486.2222
email: outstandingstudent@email.com

Education

Arlington High School, Arlington, Virginia

September 2030 – Present

Experience

Sales Associate, The Retail Store

June 2005 – Present

- Maintain and restock inventory.
- Provide customer service.
- Operate computerized cash register system.

Child Care

2029 – Present

- Provide child care for several families after school, weekends, and during school vacations.

Achievements

- Academic Honor Roll

November 2033 – Present

- Johnson & Johnson BTE Student Volunteer

October 2033

Volunteer Experience

- Arlington Literacy Program
- Run for Life

September 2031 – June 2032

Interests / Activities

- Johnson & Johnson Bridge to Employment Program
- Tennis Team
- Girl Scout
- Piano

September 2030 - Present

March 2031 – June 2031

September 2022 – June 2028

September 2022 – Present

Computer Skills

- Proficient with Microsoft Word, Excel, and PowerPoint, and Internet

⁹ Adapted from: <http://jobsearch.about.com/library/samples/blhsresume.htm>

Sample College Resume¹⁰

Highly Motivated Student

123 College Street, Great City – 12345 – Scotland
m: 555-555-555 e: hmstudent@email.com

EDUCATION:

Bachelor of Science, Biology May 2042 (anticipated)
City College, Great City, Scotland (Current GPA: 3.53)

EXPERIENCE:

Summer Intern June 2041 – August 2041

No Name R&D Biotech Company, Science City, England

- Assisted with the research and development of biological manufacturing processes, scale-up procedures, and testing relevant to the processing, formulation, and evaluation of monoclonal antibodies and other biologics.
- Worked in an R&D laboratory, conducting fermentation/cell culture, purification, drug product formulation.
- Planned, executed, and analyzed, with guidance from an experienced scientist/engineer, the creation of a manufacturing cell line.
- Worked within a cross-functional team to implement projects involving capacity improvements, cost savings, process and improvements.

Lab Assistant

Biology Department, City College, Great City, Scotland September 2040 - Present

- Assisted the Biology Lab Coordinator with a variety of college-level biology classes, including laboratory preparation/clean up in five wet laboratories, three dry laboratories, and one cadaver preparation room.

Shift Supervisor / Trained Barista

September 2038 – August 2040

Coffee Shop, Great City, Scotland

- Provided prompt service while taking orders and built a satisfied customer base.
- Trained new employees, opened/closed store, and balanced register receipts.

VOLUNTEER ACTIVITIES, CLUBS, ACHIEVEMENTS

- Math Tutor, City College Secondary School September 2040 – Present
- Dean's List Spring 2038 – Present
- Johnson & Johnson Bridge to Employment Program September 2034 – June 2037

¹⁰ Adapted from: <http://jobsearch.about.com/od/resumesandcoverletters/l/blcollegeresume.htm>