GENERAL

how to make a resume for a highschool student

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Introduction

When you're a high school student, the future feels like a blank page waiting to be filled. Whether you're aiming for a summer internship, a part time job, or an impressive college application, a well crafted resume can set you apart from the crowd. A resume is more than a list of grades; it's a snapshot of your strengths, experiences, and potential. This guide will walk you through **how to make a resume for a highschool student**that showcases your unique qualities, aligns with your goals, and speaks directly to employers and admissions officers.

Why a Resume is Essential for High School Students

A resume serves several vital functions for students:

- Professionalism – Demonstrates that you understand the basics of professional communication.
- Opportunity Creation – Opens doors to part time jobs, internships, and volunteer positions.
- College Preparation – Provides a concise overview of your achievements for college applications.
- Self Assessment – Forces you to reflect on your accomplishments and identify areas for growth.

Understanding the Resume Format

High school resumes are typically concise, usually fitting on one page. The format should be clean, easy to scan, and free of clutter. The most common structure includes:

1. Contact Information
2. Summary or Objective Statement
3. Education
4. Experience (volunteer, part time, internships)
5. Extracurricular Activities & Leadership
6. Skills
7. Awards & Honors
8. Interests (optional)

Gathering Your Information

Before you start typing, collect all relevant data:

- Academic records: GPA, class rank, AP/IB courses.
- Extracurricular lists: clubs, sports, arts.
- Volunteer and work history: dates, roles, responsibilities.
- Skills: software, languages, technical abilities.
- Awards and honors: scholarships, recognitions, certificates.
- Personal projects: coding, art, research.

Choosing the Right Resume Style

There are three primary resume styles, but for high school students, a **chronological** or **combination**format is

usually best. The chronological format lists experiences in reverse chronological order, emphasizing recent activities. The combination format blends chronological order with a skills section, making it easier for employers to spot your strengths.

Step by Step Guide: How to Make a Resume for a Highschool Student

A 2 sentence statement that highlights your academic focus, career interests, and what you bring to the table. Example: “Motivated sophomore with a passion for STEM, seeking a summer internship in software development.”

List your high school, expected graduation date, GPA (if 3.5 or higher), and any relevant coursework (e.g., AP Calculus, Advanced Chemistry). If you have a strong GPA, consider including it.

For each role, list the organization, your title, dates, and bullet points describing your responsibilities and achievements. Use action verbs and quantify results when possible.

Include clubs, sports, music, or art groups. Note leadership positions and significant contributions. For example: “Vice President, Robotics Club – led a team of 12 to win the regional competition.”

Divide into technical and soft skills. Technical skills might include programming languages, software, or lab techniques. Soft skills could be communication, teamwork, or problem solving.

Include scholarships, academic awards, or recognition from teachers and community leaders.

Briefly mention hobbies that demonstrate initiative or creativity. Keep it relevant and professional.

Use a single, clean font like Arial or Calibri (10 12 pt). Keep margins at 0.5 1 inch. Use bullet points for readability.

Check for spelling, grammar, and formatting errors. Have a teacher or mentor review it.

Writing Powerful Bullet Points

Each bullet should begin with an action verb and end with a measurable outcome:

- “Organized weekly study sessions for 25 peers, improving average quiz scores by 15%.”
- “Coordinated fundraising event that raised $1,200 for local charities.”
- “Developed a Python script that automated data entry, saving 5 hours per week.”

Common Mistakes to Avoid

- Using a Generic Template – Customize each resume for the specific position.
- Listing Irrelevant Jobs – Focus on experiences that align with your goals.
- Including Personal Details – Avoid age, religion, or marital status.
- Using Passive Language – Opt for active verbs.
- Overloading with Text – Keep it concise; aim for one page.

Formatting Tips for Maximum Impact

- Use Bold for Headings – Helps recruiters quickly locate sections.
- Keep Font Size Uniform – Avoid mixing sizes; 10 12 pt is standard.
- Leave White Space – Improves readability.
- Use Bullet Points for Lists – Easier to scan.
- Save as PDF – Preserves formatting.

Final Checklist Before Submission

1. All contact information is correct.
2. No spelling or grammatical errors.
3. All dates are accurate and in a consistent format.
4. Bullet points start with action verbs.
5. Resume is no longer than one page.
6. File is saved as PDF and named appropriately (e.g., “JaneDoe_Resume.pdf”).

Resources to Enhance Your Resume

- Indeed Resume Builder – Offers templates and tips.
- Canva Resume Templates – Visual options for creative fields.
- University of Toronto Resume Guide – In-depth advice.
- LinkedIn Learning: Resume Writing – Video tutorials.

Conclusion

Crafting a resume as a high school student may seem daunting, but it’s an essential skill that sets the foundation for future opportunities. By following this step by step guide, you’ll produce a polished document that highlights your achievements, showcases your potential, and positions you for internships, part time jobs, and college admissions. Remember: a resume is a living document; update it regularly as you gain new experiences and skills. Good luck, and let your resume open doors to the bright future you’re building!

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