

What should a resume for high school students include?

HIGH SCHOOL RESUME COMPONENTS

- Basic Information: Name & Contact Information
- Objective or Summary Statement
- Education
- Work Experience
- Extracurricular Activities
- Community Service or Volunteering
- Awards, Honors, Accomplishments, and Leadership Roles
- Special Skills
- References or Letters of Recommendation

BASIC INFORMATION

Most importantly, you should prominently list your personal and contact information at the top of your resume. This includes your name, address, email, and phone number. People sometimes include their social media handles or LinkedIn profile, if it is appropriate.

OBJECTIVE OR SUMMARY STATEMENT

This is your brief “elevator pitch” about yourself. Think of it as a personal introduction. It should be a few sentences describing your unique skills, high-level accomplishments, and what you hope to achieve.

You’ll want to tailor your summary statement for different opportunities. Here are some examples:

Sample Resume Objective: Employment Prospects

- Reliable, mature high school senior looking for a part-time server position where I can use my excellent people skills to gratify customers.
- High school student seeking a retail sales associate position that uses my exceptional mathematics and customer service skills to prepare for a future career in customer relations.

Sample Resume Objective: College Admissions Application

Self-motivated, industrious student-athlete seeking admission to a distinguished university to pursue studies in (degree program).

Sample Resume Objective: Scholarship Application

Ambitious high school student and honor society member with a 3.8 GPA seeking to obtain a four-year degree at (specify university) in (degree program).

EDUCATION

- Name of your high school
- Your expected graduation date
- Your GPA (if above 3.0)
- Class rank, if applicable
- Specific courses that pertain to your intended major (such as CTE classes), and any dual enrollment college or AP courses taken

WORK EXPERIENCE

Highlight any work experience you have, such as a summer or part-time, school-year job. If you have limited work experience, list any babysitting, pet-sitting, or lawn-mowing jobs, etc. Any work experience shows motivation and responsibility.

EXTRACURRICULAR ACTIVITIES

Regardless of the purpose of your resume--employment, college admissions, or scholarships-- adding your extracurricular activities provides a boost. Extracurriculars demonstrate your interests and prove you can make meaningful contributions, maintain a commitment, and manage your time and priorities.

COMMUNITY SERVICE OR VOLUNTEER ROLES

Don't forget to include community service and volunteer positions! In many places, high school students must complete community service hours as part of their graduation requirements. You can use this volunteer experience or any unpaid endeavors to build up your resume.

When you add volunteer positions to your resume, do it as you would with any other job. List the organization, your role (volunteer), and your responsibilities. You'll also want to include how long you volunteered there (your start date and end date) and a reference, if possible.

AWARDS, HONORS, ACCOMPLISHMENTS, AND LEADERSHIP ROLES

Your resume is the place to brag! Don't be shy about adding awards, honors, and accomplishments you have received or leadership roles you've taken on. Honor roll, attendance awards, and sports achievements are all examples of things you can put on your high school resume.

SPECIAL SKILLS

Think about the things that set you apart from others. For example, strong math or communication skills are transferable to future opportunities, and you should list them.

REFERENCES OR LETTERS OF RECOMMENDATION

Since this is likely one of your first resumes, you may not have extensive work experience. Add letters of recommendation or list references from teachers, coaches, mentors, or other adults. As long as a close family member does not write it, a reference shows that others value what you bring to the table.