

## Ms. Kinsey's Tips for Resume Writing

### What is a resume?

A resume is a one page document that lists your experience and skills. It is used by potential employers to determine if you are a good candidate for a position within their organization.

### What skills or qualities do you want to highlight on your resume?

Think about the qualities you possess that would make you an asset to the organization where you're applying. Are you dependable? Organized? Motivated? A good leader? While we don't typically list these things on a resume, they should be apparent through the things that you've done. For example, being president of a club shows **leadership skills**, or even something as simple as babysitting shows that someone's parents thought you were **dependable** enough to entrust you with their kids!

### What should I include on my resume?

Writing a high school resume can be a challenge because you don't have a lot of experience yet. However, you most likely have a lot more to put on there than you think! Here is a list of some things you should include:

- **Education** – In addition to where you go to school, you can also use this section to highlight AP and Honors courses, or perhaps courses that are relevant to the position you're applying for.
- **Experience** – Here you'll list paying jobs, internships, and on-going volunteer commitments. If you don't have much experience in those areas yet, consider including in-school leadership positions like editor of the school newspaper.
- **Activities & Interests** – This section (or sections) might include school clubs, sports, other extracurricular activities, hobbies, or even travel experience.
- **Skills** – Here you'll highlight things like languages and technology skills.
- **Awards or Achievements** – If you've received a lot of honors, you could consider listing them in a separate section of your resume. This could also be included under education.
- **Objective (optional)** – I believe that you should only include an objective if you have a very specific one in mind, which usually isn't the case at your age. If you include one, it should go at the top under your contact information.

The sections you include on your resume will depend on what you've done. For example, you're not going to dedicate an entire section to music just to say that you play the piano. But you can include that in your skills section. However, if you have extensive experience as a musician, you may choose to dedicate a whole section to music.

### What else should I keep in mind?

- **FORMATTING IS CRUCIAL!!!** The sample resume on the next page highlights some key things to keep in mind when organizing your resume. A sloppy resume says a lot about a person.
- **ASK PEOPLE TO LOOK IT OVER!!!** There's a reason I titled this document "Ms. Kinsey's Resume Tips". Yes, I have a lot of experience with resumes, but everyone has a different way of looking at things. Ask parents, teachers, and other adults to look over your resume and give you feedback.

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(*TIP: If you're embarrassed to share your email address with an adult, set up a new one! ☺*)

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## **EDUCATION**

*(Note that education goes at the top because you are a full time student!)*

### **Great Neck South High School, Great Neck, NY**

Graduating June 2028

AP & Honors Courses: Psychology, English, & Spanish

## **EXPERIENCE**

*(Notice the consistency in formatting. Same as "EDUCATION" above.)*

### ***Intern, North Shore Hospital, Manhasset, NY***

Sept. 2011-Present

- Organize patient files and performed other administrative tasks.
- Greet people entering hospital and help them find their way around.
- Assist nurses with basic tasks such as filling water pitchers and bringing patients reading materials.

*(Each entry should have bullets with ACTION verbs focusing on your accomplishments. Verbs are in the present tense for activities you are still involved in.)*

### ***Intern, Gold Coast Dental, Great Neck, NY***

Sept. 2010-June 2011

- Observed surgical procedures such as dental implants and root canals.
- Developed x-rays and sterilized dental equipment.
- Greeted patients and prepared rooms for patient visits.

*(Again, notice the CONSISTENCY! Italics for titles, bold for organization name, etc. Verbs are in the PAST tense for activities you are no longer doing.)*

### ***CIT, GN Schools Summer Recreation Program, Great Neck, NY***

Summer 2010

- Organized activities for children ages 5 to 7 and assisted camp counselors with overall supervision of the children.

### ***Volunteer Intern, COPAY, Great Neck, NY***

Sept 2009-June 2011

- Tutored elementary and middle school students in basic school subjects.
- Helped students remain on task and complete their work.
- Prepared and taught lessons on health related subjects such as healthy eating and bullying.

*(Each entry should include a location and dates, which should be lined up neatly.)*

## **ACTIVITIES & INTERESTS**

*(How you organize these sections depends on what you're involved in. Here's 1 way of doing it.)*

### ***Member, DECA, GNS High School***

Sept. 2010 – Present

- Participate in weekly DECA meetings where we prepare business and marketing plans, and then compete on a regional and national level.

### ***Treasurer, Midnight Run Club, GNS High School***

Jan. 2011 – Present

- Manage money for a group that travels to NYC periodically to bring food and other supplies to the homeless.

## **SKILLS**

*(Make sure you don't lie or stretch the truth on your resume! Especially when listing skills.)*

**Languages:** Fluent in Spanish.

**Technology:** Proficient in Adobe Photoshop.

**Music:** Piano and Flute.