**TEEN RESUME WORKSHEET**

Use this resume worksheet to brainstorm and organize information for your resume.

**HEADING**

This is the identifying information that appears at the top of the resume.

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City, State\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home or Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Make sure your email address is one that you check daily and that it is appropriately

named.)

**Professional Summary**

A professional summary on a resume is a short paragraph at the top that gives a quick overview of who you are, what skills you have, and what kind of job you're looking for.

**Example: Hardworking and friendly high school student with strong teamwork and customer service skills. Experienced in handling money and helping customers from working at a local grocery store. Passionate about learning new skills and excited to bring a positive attitude to the workplace.**

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**EDUCATION**

If you're currently attending high school or college, or if you just graduated from school,

list your high school on your resume.

School \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City, State \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Degree \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_GPA \_\_\_\_\_\_\_

Graduation Date (Month/Year) \_\_\_\_\_\_\_\_\_\_\_\_\_Major(s)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EXPERIENCE – Work, Internships, and/or Related**

As a student, you probably do not have much experience directly related to your career

objective. That’s okay! When describing your responsibilities and accomplishments, try

to highlight areas that are relevant to the position you are seeking. Start each

description with an action word (see list of action verbs).

**Example: Responsible for sorting 1,000 small packages each hour of operation.**

Position/Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dates\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employer/Company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City, State \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Responsibilities & Accomplishments

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Position/Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dates\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employer/Company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City, State \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Responsibilities & Accomplishments

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**SKILLS**

This section can help you demonstrate your most outstanding strengths and abilities.

Focus on skills most relevant to your desired position.

**Skills might include**: •Languages (note level of fluency) •Computer skills – list

programs and languages you are able to use •Problem solving •Innovative ideas •Ability

to learn quickly •Enthusiasm • Excellent attendance record •Follows instructions

**Example: Proficient in Microsoft Office Suite.**

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**OTHER INFORMATION**

List merit scholarships, awards, honors, achievements (include dates), and languages

you are fluent in.

**Example 1: Honor Roll, Fall 2023 & Spring 2024;**

**Example 2: Fluent in Spanish, Perfect Attendance Award 2022**

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**INVOLVEMENT – Campus, Community, Volunteer**

Highlight activities that demonstrate involvement in organizations, leadership roles, and

note length of membership.

**Example: Norton’s Suburban Hospital, Volunteer, Summer 2003**

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**ACTION VERBS**

Use action verbs to describe your experience and accomplishments. You should

use present tense (i.e., “manage” or “collaborate”) when describing tasks that you

are still doing. Use past tense (i.e., “managed” or “collaborated”) when describing

tasks that you are no longer doing.

• adapted

• assembled

• assisted

• calculated

• collaborated

• constructed

• demonstrated

• designed

• developed

• eliminated

• established

• guided

• improved

• informed

• maintained

• marketed

• minimized

• motivated

• obtained

• operated

• organized

• performed

• planned

• prevented

• programmed

• promoted

• provided

• publicized

• reorganized

• reported

**REFERENCES**

References are not included on your resume. Create a separate references page,

listing at least three (3) individuals who can attest to your work ethic, academic

performance, skills, and abilities. Ask these individuals to serve as references prior

to including on your reference page. The information you will include for each

reference is:

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email (Optional) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Note: Include here how you know this individual.

**Example: Ms. Lawrence was my supervisor at Acme Unlimited.**