****

**On-Ramps to Careers, Inc.**

**HIGH SCHOOL RESUME BUILDER**

**IF STARTING, COPY THE *EXAMPLE RESUME FORMAT on Page 2. Customize it with your own information.***

**RESUME TIPS**

* Keep your resume to one page to help the employer quickly see your best qualities. They look for an average of 7 seconds, so need to see skills quickly!
* Carefully edit and spell check your resume for errors. **Get someone else who has a resume to review your draft.** Use Word or Google Docs for easy edits.
* Your resume is an extremely valuable tool for getting a job or internship opportunity.
* No resume format is the “right” one, but clearly show your skills, interests and abilities that would be most valuable to an employer. Ask, “What qualities or skills would I want to see in a candidate for my company?”
* Even if you never had a “job” before, you have valuable skills, interests and experiences. What have you learned, gotten excited about, and contributed to others in your school, community or family?
* Never include information that is not true!
* On the next two pages are questions for building your resume and ONE example of a good resume. There are many more on the Internet to help you customize your own.

**\* To find this Word document online:** [**http://www.onrampstocareers.org/student-resources/**](http://www.onrampstocareers.org/student-resources/)

***EXAMPLE RESUME FORMAT***

**JAMILA INTERN**

222-222-2222 (Cell)

jamlia.intern@gmail.com

**OBJECTIVE:** Contribute my skills in (programming, engineering, graphic design, networking, leading etc.) by interning with a STEM related employer this summer.

**EDUCATION:**Sample High School, Washington, DC Class of 2025 GPA 3.25

Information Technology Networking Focus

**SELECTED COURSES:**

* Graphic Design & Digital Media
* IT Essentials
* Cisco Networking 1 & 2
* JROTC drill, discipline and leadership
* AP Calculus

**SPECIAL SKILLS & INTERESTS:**

* Understanding of programming logic and familiarity with Python, MIT App inventor, HTML or CSS programming languages
* Foundational knowledge of hardware, networking
* Can create attractive posters and flyers using Adobe graphic design software
* Strong people skills and ability to communicate on the phone or in person
* Planning to study computer science/engineering/business in college

**VOLUNTEER & WORK EXPERIENCE:**

**Volunteer Camp Counselor, District of Columbia Recreation Department**

Washington, DC, Summer 2023

* Led arts, crafts, sports, games, camping and hobby workshops for 8-10 year olds
* Learned employability and youth leadership skills in (Name of course)

**Short Order Cook / Cashier, McDonald's Fast Food Restaurant**

Washington, DC, January 2023 to present

* Ensured quality and courteous service in a fast paced environment
* Perfect attendance

**ACTIVITIES:**

* JROTC Drill Team (2022) Sample High School
* Cheerleading (2023-Present) Sample High School
* Enjoy biographies of famous people and plays

**QUESTIONS TO HELP YOU ADD TO YOUR RESUME:**

**First & Last Name**

Phone (WORKING Cell/Home)

Email Address (AN EMAIL YOU READ!)

**OBJECTIVE:**

* What type of position do you want to work in?
* What skills do you have and/or want to build up?

**EDUCATION:**

* What is your school name and location? Graduating class of 20..?
* What is your GPA? (Include if B average or more)
* What is your concentration? (IT Networking, Digital Media, Programming etc.)

**SELECTED COURSES:**

* What courses have you taken that include relevant skills or knowledge?

**SPECIAL SKILLS & INTERESTS:**

* What skills, knowledge and abilities would be valuable in the position you’re seeking?
* What interests show that you care about, or excited about this type of work?

**VOLUNTEER & WORK EXPERIENCE:**

* In what organizations have you worked or volunteered? When was that? (Include paid and unpaid experiences where you contributed to the people around you.)
* What was your title? If you didn’t have an official title, what would you call it?
* What are two to three responsibilities or achievements you had?

**ACTIVITIES:**

* What groups or activities are you involved in?
* Show that you are a person with energy and interests beyond just what is required.