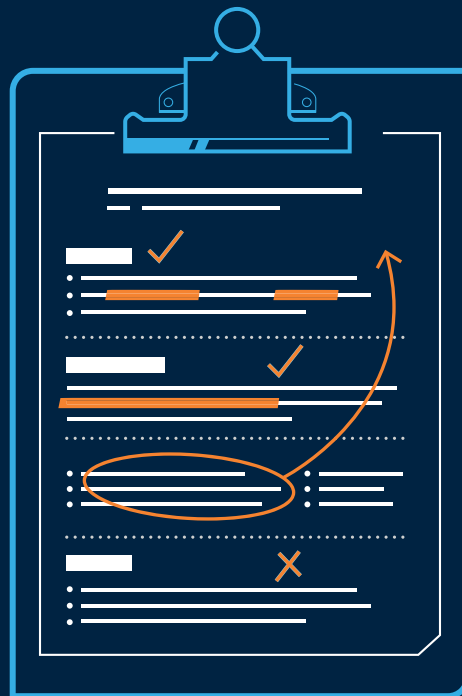


HOW TO BUILD

YOUR FIRST RESUMÉ



THE RESUMÉ: It's a pretty important part of the job-hunting process. Hiring managers usually review your resum  to help them decide if they want to interview you, so it's really the first step to getting hired (no pressure, right?). And if you're in high school and this is your first time applying for jobs, I know it can be overwhelming to figure out how and where to start—especially if you don't think you have enough work experience.

▶ **But don't worry! You can still create a solid resum , because whether you realize it or not, you already have plenty of experience to include.**

Plus, the hiring manager will appreciate the go-getter attitude that's driving you to apply in the first place.

So, what do you put on your first resum ? Here's everything you need to know about what to include and how to organize it to help you jump-start the job search. Good luck, and don't give up!



YOU CAN DO THIS!

1.

Tell them who to contact.

The first thing you should put at the top of your resumé is your contact info. Include your name (duh), email address, phone number, street address and—if you have one—LinkedIn profile. No need to give any other social media handles (unless they ask for it or it makes sense for the role you're applying for, like a social media marketer). But keep in mind that employers sometimes check your accounts anyway, so make sure there's nothing on there you wouldn't want your future boss to see.

2.

Tell them who you are.

Next, you'll write a short bio, which is basically a sentence or two explaining why a company should be interested in you. Your statement should mention your talents (what you're good at), your passions (what you love to do) and your mission (why you do what you do).

EXAMPLES:

- ▶ I'm a high school sophomore who's passionate about working with kids, and I have three years of experience as a babysitter and summer camp counselor's assistant. It's my goal to combine fun with safety and learning in order to help kids grow into the best version of themselves.
- ▶ I'm a junior in high school with over five years of experience in seasonal lawn care. I'm passionate about providing affordable and high-quality work to individuals and families, and I have the goal of super-serving the people in my community.

3.

Tell them who you know.

The next step is to include three to five references! These can be family members, friends, teachers, mentors or people who've hired you in the past. In other words, these should be people who know you and can (legitimately) vouch for you. Bonus points if you already have a relationship with someone who works at the company you're applying to and know them well enough to ask if you can put them down as a reference. Use your common sense on this—listing someone you've worked with as a reference will probably be more valuable to a recruiter than listing your mom as a reference (sorry, Mom).

4.

Tell them what you've done.

Next, you can list any work experience you have. Don't get stuck in thinking you haven't done any "real" work. If you got paid for doing a job, it's work! Think about the things you've done like babysitting, walking dogs, selling baked goods, or even odd jobs for family and friends. If you don't have any paid work experience yet, it's okay to list volunteer experience (or you could hold off on applying until you've had a chance to walk a few Fidos).

5.

Tell them more about you.

Finally, end with any awards you've received, honors you've earned, sports you've played, or extracurricular activities you've been involved in. Recruiters like to see anything that shows dedication and hard work!

▶▶ **You know what to do—now it's time to create that resumé!
Use the template on the next page to help you get started.**

PUTTING IT ALL TOGETHER

It's time to take what you've learned and use it to create your first resumé.
Use the example below as a guide or get started with the Microsoft Word template.

Tell them who to contact.	1.	YOUR NAME 123.456.7890 • yourname@example.com 123 Your Street, Your City, State ZIP www.linkedin.com/in/yourname						
Tell them who you are.	2.	BIO Write a complete sentence in which you state your purpose statement, including your talent, passion and mission.						
Tell them who you know.	3.	RECOMMENDATIONS List the names of three references, explain how long you've known each other, and write about your relationship (family, friend, mentor).						
Tell them what you've done.	4.	WORK EXPERIENCE <table><tr><td>Job, type of work Dates you worked</td><td>• Include a one- to two-sentence job description in bullet or sentence form that includes a description of your responsibility with the job.</td></tr><tr><td>Job, type of work Dates you worked</td><td>• Include a one- to two-sentence job description in bullet or sentence form that includes a description of your responsibility with the job.</td></tr><tr><td>Job, type of work Dates you worked</td><td>• Include a one- to two-sentence job description in bullet or sentence form that includes a description of your responsibility with the job.</td></tr></table>	Job, type of work Dates you worked	• Include a one- to two-sentence job description in bullet or sentence form that includes a description of your responsibility with the job.	Job, type of work Dates you worked	• Include a one- to two-sentence job description in bullet or sentence form that includes a description of your responsibility with the job.	Job, type of work Dates you worked	• Include a one- to two-sentence job description in bullet or sentence form that includes a description of your responsibility with the job.
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Tell them more about you.	5.	SUPERLATIVES, EXTRACURRICULARS <table><tr><td>• Club, organization, award, sport School name Dates of membership, award or participation</td><td>• Club, organization, award, sport School name Dates of membership, award or participation</td></tr></table>	• Club, organization, award, sport School name Dates of membership, award or participation	• Club, organization, award, sport School name Dates of membership, award or participation				
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GET THE TEMPLATE!