

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.)

OBJECTIVE

A good career objective is essential. It should serve as the focal point of your resume, indicating what sort of job you are seeking, and what experience/skills you have to offer.

Example: Seeking a part-time position in the food industry.

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) _____

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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 on page 3).

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

Position/Title _____

Dates _____ to _____

Employer/Company _____

City, State _____

Responsibilities & Accomplishments

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, including Word, Excel, and PowerPoint.

OTHER INFORMATION

List Merit scholarships, awards, honors, achievements (include dates), and languages you are fluent in.

Example 1: Honor Roll, Fall 2020 & Spring 2021;

Example 2: Fluent in Spanish, Perfect Attendance Award 2021

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.

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