

# How to Create a Resume!

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# What can you use a resume for?

- Applying for a job
- Applying for an internship
- Submitting to colleges
- Asking for letters of recommendation

# Components: Education/Training

- Items to include:
  - School name
  - GPA
  - Relevant classes
  - Clubs/extracurriculars
  - Awards/achievements

# Components: Experience

- This can be ANY experience you have!
  - Example: Volunteer work, prior employment, babysitting, tutoring, etc.
- Include responsibilities of this position (that are **relevant** to the new role)
- Include date of experience
  - If still participating, write something like: 2021-Present

# Components: Skills

- Include both hard and soft skills!
  - Example of hard skill: Microsoft Office, Adobe Photoshop, etc.
  - Example of soft skill: Customer Service, Problem-Solving, etc.

# Other Items to Include:

- Career Objective - 1-2 sentences that summarize your goals and how your abilities match the needs of an employer. Make sure to use action resume words (look them up!)
- Contact Information- Name, phone number, and email

# Tips & Tricks!

- Don't include a photo! Many companies can't accept resumes with photos due to discriminatory laws
- Make sure that your formatting is clear, readable, and cohesive throughout your resume
- Avoid bold colors and fonts - simple is always better



# Example Resume:

## YOUR NAME

135 Cherry St, Chicago, IL 60131 • (312) 994-7765 • your.name@gmail.com

### OBJECTIVE

Driven high school student with a 3.8/4.0 GPA and excellent organizational and interpersonal skills. Seeking to apply my tutoring and mentorship skills to the Youth Development summer internship at [Company]. Possess proven communication skills and passion for advocacy that will support your organization's cause.

### EDUCATION

#### West Ashley High School

Chicago, IL

*Class of 2025*

#### Relevant Coursework

Calculus

AP English

3.8 GPA, made Honor Roll Fall of 2022 & Spring of 2023

National Merit Scholarship Finalist

#### Extracurriculars

Mu Alpha Theta: Math Honor Society

Poetry Club

### PROFESSIONAL EXPERIENCE

#### Virtual Math Tutor

Sep 2022 – Present

EnCorps, Inc - Chicago, IL

- Work with 3 students each semester to increase math comprehension through online study and tutoring sessions each lasting 2 hours
- Improved students' test scores by an average of 18% over the course of the semester
- Actively seek varied teaching methods to effectively cater to different learning styles, meeting each student where they are

#### Volunteer

Jun 2021 – Aug 2022

The Academy Project - Chicago, IL

- Volunteer twice weekly in reading remediation and mentoring programs, having worked with 15 foster children
- Assist children in reading and development of literacy skills, fostering a love of learning
- Provide support to children, serving as a source of stability in their daily lives

### KEY SKILLS

- Mathematics
- Spanish and English
- Web and tech savvy, require little to no training
- Adaptability
- Self-motivation

Source Link:

<https://resumegenius.com/resume-samples/high-school-resume-example>

**Now it's your turn to create  
your own resume!**

**Good Luck!**