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

**HIGH SCHOOL RESUME BUILDER**

**CREATING YOUR OWN RESUME**

* Your resume is an extremely valuable tool for getting a job or internship opportunity.
* No resume format is the “right” one, but it must clearly introduce your skills, interests and abilities that would be most valuable to an employer. As you write, ask, “What qualities or skills would I want from someone who wanted to work in 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!
* Keep your resume to one page to help the employer quickly see your best qualities.
* Carefully edit and spell check your resume for errors. **Get someone else who has a resume to review your draft.**
* 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.

**\* Find this Word document: <http://www.onrampstocareers.org/student-resources/>**

***EXAMPLE RESUME FORMAT***

**JAMILA INTERN**2222 22nd Street, Washington, DC, 20000

222-222-2222 (Cell)

jamlia.intern@gmail.com

**OBJECTIVE:** Internship in an information technology department to grow my skills in computer networking, programming and customer service

**EDUCATION:**Sample Senior High School, Washington, DC, Class of 2017 GPA 3.25

Information Technology Networking Focus

**SELECTED COURSES:**

* IT Essentials - Freshman Year
* Cisco Networking 1 & 2 - Sophomore & Junior Year
* JROTC drill, discipline and leadership - Junior Year

**SPECIAL SKILLS & INTERESTS:**

* Foundational knowledge of hardware, networking
* Can create attractive posters and flyers using graphic software
* Able to follow written instructions, take notes and learn on the job
* 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 2012

* 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 2013 to present

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

**ACTIVITIES:**

* JROTC Drill Team (2011) Sample High School
* Cheerleading (2011-Present) Sample High School
* Enjoy biographies of famous people and plays

**WORKSHEET & TEMPLATE FOR BUILDING YOUR RESUME**

**First & Last Name**Street Address, City, State, Zip Code

Phone (WORKING Cell/Home)

Email Address (One 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.