

## Resume Tips for Teens

Building a resume can seem like a daunting task, but we are here to help you. Fret not! This is a skill everyone needs in the future. Whether you are applying for a scholarship or a job, resumes give people a quick synopsis of your skills, abilities, and work experience. Other than a cover, the resume is the key to a good first impression. If you can convince an employer to hire you through written word, you should have no problem convincing them to hire you in person! Check out these tips from Alison Doyle at TheBalance.com:

**Make an Outline.** Make a quick list or outline of all possible experiences, paid and unpaid, to include in your resume before you try to find the right language to describe them. Things to include in your outline:

- What education and training have you received?
- List high school (most recent first)
- Identify certifications honors awards
- List all work experience paid or not (most recent first)
- Include any jobs working for family business
- Include part-time and summer jobs
- List any entrepreneurial experience and odd jobs



**Include Informal Work Experience.** If you have formal paid work experience, certainly include it. Otherwise, you can include informal work like babysitting, pet sitting, lawn mowing, shoveling snow, or anything else you've done to earn money.

**Include All Your Activities.** Since most high school students haven't held a lot of jobs, it is important to draw upon all aspects of your life which show you have the right character, work ethic, skills, and personality to succeed in a job. Mention your extracurricular activities, volunteer work, academics, and athletic pursuits. If you held any sort of leadership positions in these roles (such as secretary of a club or team captain), be sure to note this. For each item, include a bulleted list of your responsibilities and accomplishments.

**Promote Your Attitude and Performance.** Employers will be most interested in your work habits and attitude. They don't expect you to have a lot of experience. If you have perfect or near perfect attendance and are punctual for school and other commitments, you might include language like "Compiled a perfect (or near perfect) record for attendance" when describing an experience. If supervisors, teachers, or coaches have recognized you for a positive attitude or outstanding service, mention it in your description of the activity.

**Mention Your Achievements.** Employers look for people who have a history of making positive contributions. Review each of your experiences and ask yourself if there are achievements in class, clubs, sports, or the workplace that you can include. If so, use verbs like enhanced, reorganized, increased, improved, initiated, upgraded, or expanded to show what you accomplished. Include any challenging advanced academic projects since this shows employers that you are intelligent and a hard worker.

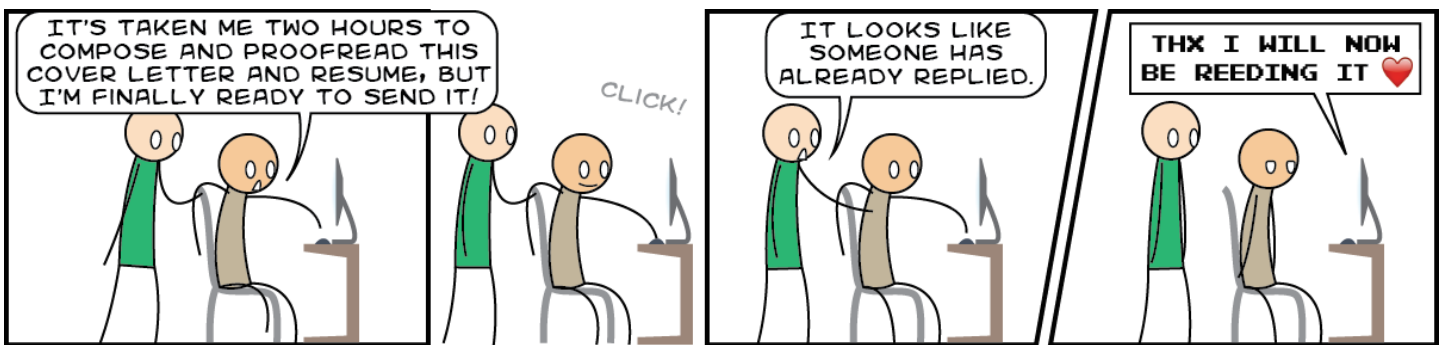
**Include Resume Skills.** It's always a good idea to include skills related to the jobs for which you are applying. You probably have many skills that you can include that you acquired in school, sports, youth groups, extra-curricular activities, or volunteering. Answer these questions:

- What do you do best?
- What are some of your favorite activities?
- What qualities do your family members mention when they brag about you?
- What types of things do you do for your family?
- What types of things do you do for your friends?
- What are your best subjects at school? Why?

**Use Action Verbs.** Use active language when describing your experiences so you are portrayed in a dynamic way. Start the phrases in your descriptions with action verbs like organized, led, calculated, taught, served, trained, tutored, wrote, researched, inventoried, created, designed, drafted, and edited.

**Keep it Short.** Your resume doesn't need to be any longer than a page.

**Include Your Name and Contact Information.** Make sure the employer knows how to get in touch with



you.

**Proofread Your Draft.** Review your draft very carefully before finalizing your document and make sure there are no spelling or grammatical errors. Ask your guidance counselor, parents, or a favorite teacher to critique your resume...Junior Leader Advisors are helpful, too!

## Power Words for Resumes and Cover Letters

### A - D

- Absorb
- Accelerate
- Access
- Accomplish
- Accrue
- Acquire
- Achieve
- Act
- Activate
- Adapt
- Address
- Adjust
- Administer
- Advertise
- Advise
- Advocate
- Affirm
- Aid
- Alert
- Align
- Allocate
- Analyze
- Apply
- Appraise
- Approve
- Arbitrate
- Arranged
- Assemble
- Assess
- Assign
- Assist
- Attain
- Authorize
- Award
- Begin
- Brief
- Bring
- Broadcast
- Budget
- Build
- Business
- Calculate
- Campaign
- Certify
- Chaired
- Change
- Chart
- Check
- Choose
- Clarify
- Classify
- Coach
- Collaborate
- Collate
- Collect
- Combine
- Communicate
- Compare
- Compile
- Complete
- Comply
- Compose
- Compute
- Conceptualize
- Conclude
- Condense
- Conduct
- Confer
- Configure
- Connect
- Conserve
- Consolidate
- Construct
- Consult
- Contact
- Continue
- Contribute
- Control
- Convert
- Convey
- Convince
- Coordinate
- Correspond
- Counsel
- Critique
- Cultivate
- Customize
- Decide
- Declare
- Decline
- Decorate
- Dedicate
- Define
- Delegate
- Deliver

- Demonstrate
- Depreciate
- Describe
- Design
- Detail Oriented
- Determine
- Develop
- Development
- Devise
- Diagnose
- Direct
- Dispatch
- Dispense
- Distribute
- Document
- Draft

### E - H

- Edit
- Educate
- Effective
- Efficient
- Emphasize
- Encourage
- Energized
- Enforce
- Engineer
- Enhance
- Ensure
- Enthusiastic
- Establish
- Estimate
- Evaluate
- Examine
- Execute
- Expand
- Expedite
- Experience
- Explain
- Fabricate
- Facilitate
- Finance
- Focus
- Forecast
- Formulate
- Foster
- Fund
- Furnish
- Gain

### I - M

- Generate
- Graduate
- Greet
- Guide
- Handle
- Help
- Hire
- Host
- Identify
- Illustrate
- Implement
- Improve
- Improvise
- Increase
- Index
- Influence
- Inform
- Initiate
- Initiative
- Innovate
- Inspire
- Install
- Institute
- Integrate
- Interact
- Interested
- Interview
- Introduce
- Investigate
- Itemize
- Join
- Justify
- Knowledge
- Launch
- Leadership
- Learn
- Lecture
- Lessen
- Lift
- Link
- Listen
- Maintain
- Manage
- Management
- Manipulate
- Map
- Market

- Measure
- Mediate
- Merge
- Mobilize
- Modify
- Monitor
- Motivate

## N - S

- Negotiate
- Observe
- Obtain
- Open
- Operate
- Order
- Organize
- Originate
- Outpace
- Outperform
- Participate
- Passion
- Perform
- Persuade
- Plan
- Practical
- Prepare
- Present
- Prevent
- Printed
- Prioritize
- Priority
- Process
- Produce
- Professional
- Program

- Project
- Promote
- Propose
- Prospect
- Prove
- Provide
- Publicize
- Purchase
- Pursue
- Qualify
- Run
- Rate
- Reach
- Receive
- Recommend
- Reconcile
- Record
- Recruit
- Reduce
- Refer
- Refocus
- Regulate
- Reorganize
- Repair
- Replace
- Report
- Represent
- Research
- Reserve
- Resolve
- Respond
- Responsibility
- Restore
- Restructure
- Results
- Results-Oriented

- Retrieve
- Review
- Revise
- Revitalize
- Schedule
- Screen
- Search
- Secure
- Seize
- Select
- Send
- Serve
- Share
- Showcase
- Simplify
- Skill
- Solution
- Solve
- Sort
- Specialize
- Specify
- Sponsor
- Staff
- Standardize
- Start
- Succeed
- Suggest
- Summarize
- Supervise
- Supply
- Support
- Surpass
- Survey
- Sustain

## T - Z

- Target
- Teach
- Team
- Team Player
- Test
- Timely
- Track
- Trade
- Train
- Transact
- Transcribe
- Transform
- Translate
- Transmit
- Transport
- Tutor
- Unite
- Update
- Upgrade
- Use
- Utilize
- Validate
- Value
- Verify
- View
- Volunteer
- Watch
- Weigh
- Witness
- Win
- Write
- Yield

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