

SAMPLE RESUME

FIRSTNAME LASTNAME

1234 NE ABC St.
Portland, OR 97230
503.555.5555
my.email@myemail.com

Whichever format you choose, make sure your name is prominent and your address, number and email are easy to see.

Make sure to differentiate titles ("Education") from subtitles ("Madison High School") from details. Experiment with bolds, italics, and size, but remember to make sure it doesn't start looking confusing, flashy, or overdone.

Include a GPA if it is a 3.0 or above

Education

MADISON HIGH SCHOOL, Portland, Oregon
Expected Graduation Date June 2019
3.5 GPA

Employment Experience

BURGERVILLE, Portland, Oregon
Team Member

May 2016-August 2016

- Provided exceptional customer service to 200+ customers per day
- Cleaned all work areas, service stations, silverware and dishes and ensure they were stored appropriately
- Monitored inventory

Include as many details as possible (e.g. how many customers they served/ how much money they handled daily, the age group of children they babysat)

Skills & Qualities

- Proficient in Microsoft Office Suite
- Bilingual (Spanish)
- Hardworking
- Reliable and punctual

Include technical skills (software programs, second languages). Include personal qualities (hardworking, reliable, etc.) especially if you don't have much on your resume yet.

Include sports teams, clubs, after-school programs, courses taken outside of regular classes, church groups, etc.

Extracurricular Involvement

- **Madison High School Varsity Basketball Team** October 2016-April 2017
- **Key Club**, Treasurer September 2016-June 2016

Volunteer Experience

- FRIENDS OF THE CHILDREN**, Portland, Oregon March 2017
- Helped coordinate and assemble care packages for the homeless

If it was a one-time experience, put "Month, Year." If it happened multiple times, do a range: "Month, Year-Month, Year."

Certifications & Accomplishments

- **Food Handler's Card** March 2017
- **CPR Certification** January 2017
- **Poetry Out Loud Schoolwide Slam**, 2nd Place January 2017

Make sure to order each section with most recent experiences at the top

GUIDE for VOLUNTEERS on CONDUCTING RESUME SESSIONS with YOUTH

BUILDING SKILLS IN YOUNG PEOPLE

Some youth may have a slower typing speed or may not intuitively know how to use formatting. Encourage them to figure out the answers, or show them where things are, rather than doing it for them with no explanation. Try to create a space for youth-driven learning, rather than simply giving youth information. Focus on asking questions in order to get at youths' experiences, rather than simply telling them what to include.

NO WORK EXPERIENCE

Many youth have never had a job. Ask follow-up questions to tease out any experience they may not be counting.

- Have you ever babysat?
- Have you ever mowed lawns or raked leaves for someone other than at home?
- Have you ever been paid to help out a neighbor or extended family member?

VOLUNTEER EXPERIENCE

Volunteer experience is a great way to fill in when youth are lacking work experience.

- Have you ever volunteered through school? Through Friends of the Children?
- Have you ever made care packages? Planted trees or seeds? Helped out younger kids?

HOW TO TALK ABOUT EXPERIENCE

Youth who haven't written many resumes may need to learn how to frame their experiences based on transferable skills, not just tasks. Ask detailed questions that get at ways to talk about their experience that will showcase their skills, maturity, and ability to communicate.

- **Example – for a babysitting job:** What did you do? Did you play games with the kids? What skills/qualities did those games teach/encourage? Did you cook for them? How old were they? Did they have any unique challenges that changed how you interacted with them (e.g. developmental challenges, behavioral challenges, etc.)? What did you do to work through these challenges?
 - **Sample bullet point for babysitter job in resume:** Planned games and activities that taught patience and encouraged child development

HOW TO BEEF UP A SPARSE RESUME

Many youth may not be able to fill certain sections of the resume. That's ok! Here are a couple ways to add some content to a sparse resume:

- **Objective/Summary:** Include an "Objective" section at the top of the resume. Youth can fill this with a 1-3 sentence paragraph that communicates something about themselves and what they are seeking. "I" Statements are okay in this section (e.g. I am a hardworking, driven high school student who is seeking experience in the service industry in order to build my skills and become financially responsible.)
- **Skills/Qualities:** Tease out as many technical skills as possible, but qualities/soft skills are a great way to fill up a sparse resume as well. Employers understand that teenagers have little experience, and youth demonstrating that they can communicate their skills and qualities is important
- **Font Size:** Use size 12 rather than size 11 font for "body" parts of the resume, and size 14 for headings. It makes a difference, but is completely acceptable.

AT THE END OF THE SESSION

Give youth tips on how to build their resume! Depending on their interests, that could be joining a group or club at school, getting their food handler's card, etc.