# Resume Assignment – Grade 10

High school students should have a resume prepared to obtain a part-time job. A resume is essential because it shows a brief summary of your education, experiences and skills. This assignment will help you write an entry-level resume, even if you don’t have any prior work experience. Please note, next year you will learn how to modify your resume for college admissions since some college recruiters want to see a brief history of your education, experiences and skills/abilities.

Your high school resume should be **ONE PAGE** and includes the following personal information:

**Personal Information Heading**
The heading should be at the top of your resume which includes your personal information (name, address, and telephone number). In addition, you can list an e-mail address but only if it sounds professional. An example of the standard email address format used is FirstnameLastname@email.com. Do NOT use an e-mail address such as hotty@email.com.

**Objective**
An objective lets potential employers know your main goal. If you want to get a part-time job, you should create your objective to match that particular job and business. An example would be "To obtain a part-time barista position with Starbucks."

**Education**In the education section, list “Curtis High School, University Place, WA” and the anticipated graduation date (ie: June 2013). If you moved, you should also list any high schools that you attended prior to Curtis High School. Include your GPA if it is a 3.0 or higher.

**Work Experience**The work experience section should briefly give an overview of work experience that has taught you valuable skills. In this section, include: title of position, business name, location (city and state), dates of employment, and description of work responsibilities. Since many high school sophomore students do not have any work experience, you can leave this section out and focus on volunteer work and/or extracurricular activities which would highlight important skills.

**Volunteer Experience**The volunteer experience section should briefly give an overview of volunteer experience and community service that has taught you valuable skills. In this section, include:  name of organization, location (city and state), dates of volunteer work, and description of responsibilities.

**Awards and Certificates**The awards and certificates section should list no more than 4 academic honors, academic awards and recognitions that you received during high school.

**Extracurricular Activities**The extracurricular activities section should be used to place **key** elements of your background that don't fit in any other section. You may want to include school-related activities (ie: leadership roles, participation in sports, band, yearbook, etc.) This section is where you can demonstrate your unique skills.

**References**It’s best to not include your reference information on your resume, but to attach a separate Reference Sheet.  You should have three references available. Be sure to ask people if they would serve as your reference before you give their names out.

**Once your resume is complete, proofread everything to make sure there are NO mistakes. It is highly recommended you have someone else read your resume to look for errors, typos and grammar mistakes. Any mistakes are usually the first things an employer looks for to eliminate you from the hiring process.**

**Final Note: Remember to never lie on your resume.**

**Any non-truths stated on your resume could result in immediate firing and will ruin your reputation.Sample #1 - High School Student Resume - Grade 10**

**Sophomore Student Name**

1234 Street North
Tacoma, Washington 99999
(253) 555-5555
firstlastname@email.com

**Objective**

To obtain a part-time position as a day care assistant, while obtaining high school credit.

**Education**

Sep 2011 – Present ***Sophomore,*** Curtis High School, University Place, Washington

* Anticipated graduation June 2014

**Work Experience**

Jan 2009 - Aug 2011 ***Child Care Provider***, The Johnson Family, University Place, Washington

* Supervised three children under the age of 10 on weekends and during school breaks
* Responsibilities included children's safety, food preparation, play activities and tutoring

**Volunteer Experience**

May 2010 – Present ***Volunteer,*** United Way, Tacoma, Washington

* Participation in various events including food bank distribution, neighborhood clean-up projects, and fundraisers
* Over 175 hours of community service completed since May 2008

Dec 2011 – Present ***Volunteer Coach,*** YMCA, Tacoma, Washington

* Youth soccer coach for ages 7 through 10
* Responsible for instructing students and mentoring

**Awards & Certificates**

* National Honor Society (June 2011)
* Academic Honor Roll (June 2011)
* CPR & First Aid Certificate (March 2012)

**Skills & Abilities**

* Adobe Photoshop, Microsoft Office, Microsoft Outlook
* Able to Multitask, Creative, Good Communicator, Organized, People Person, Team Player
* Fluent in Spanish

**Sample #2 - High School Student Resume - Grade 10**

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| **Sophomore student name**1234 Street NorthTacoma, Washington 99999(253) 555-5555 | firstlastname@email.com**objective** |
| To obtain a part-time position while completing high school credit.  |

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| **Education** |
| *Sophomore - Anticipated Graduation June 2014* Sep 2011 - PresentCurtis Senior High School, University Place, WA  |

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| **work Experience** |
| Waitress/Server Dec 2011 - PresentMerrill Gardens, Tacoma, WA 1. Primary responsibilities include taking orders, explaining menu items, delivering food and beverage orders, and clearing/setting tables
2. Provide prompt and courteous service
3. Assist co-workers to improve workflow and customer service

*Child Care Provider*  Jun 2010 - Nov 2011The Downing Family, Tacoma, WA 1. Supervise 4 children under the age of 10 on occasional weekends and during school breaks
2. Responsibilities include children’s safety, food preparation, play activities and tutoring
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| **Volunteer Experience** |
| *Youth Volunteer*Apr 2009 - PresentPoint Defiance Zoo & Aquarium, Tacoma, Washington* Set up and maintain activities for visitors
* Work with children in the summer camps
* Present live presentations for visitors
* Over 150 hours of community service completed to date
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| **skills & abilities** |

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| * Computer skills include Microsoft Word, Excel, PowerPoint and Adobe Photoshop
* Ability to prioritize and manage time well; accept responsibility and make decisions effectively
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**Resume Assignment – Grade 10**

**Assignment Instructions:** By using the information on the prior pages as your guide, you will first create a rough draft of your high school resume by filling in the blanks below. This rough draft is due by the end of Cohort. As homework, you will finalize your resume by creating and printing a final resume in the CHS College & Career Center during your English class. The printed final resume is due for Cohort #7, May 1st.

**Objective**

**Education**

**Work Experience**

**Volunteer Experience**

**Awards & Certificates**

**Skills & Abilities**