

I'm not a bot























[illegible]

education section—people have a soft spot for candidates who shine academically. Plus, it says you're not the type that slacks off at work. And don't forget to check your resume once more to ensure it's flawless and ATS-friendly. View more high school student for college resumes>or download as PDFYes, the hiring manager knows you're wet behind the ears, and they're still willing to give you a shot. However, sending in a high school student for customer service resume that doesn't illustrate how you're a match for the open position can make them change their mind at the drop of a hat.What to do? Customize your resume so it paints you as an ideal fit. Start by reviewing the customer service job description, and then tweak your pitch so it ticks all (or most) boxes of what the potential employer is looking for—that could range from soft skills like active listening, technical prowess (think Google Workspace and POS systems), to a few years of retail experience.or download as PDFHow do you add some oomph to your high school student no experience resume? Think about a resume objective. It can also be an easy and fast way to show off what you're all about, even if your work history is more "to be continued" than a blockbuster.Consider touching on your prowess in STEM subjects, complemented by a soft skill or two (maybe collaborative spirit and compassion). There should be no doubt about the potential of your mentions to add value to the role. However, don't overdo this statement; a couple of sentences tucked at the top, preferably in the sidebar, and primed to get the hiring manager hooked and hungry for more about you should do the trick.or download as PDFWe're all for checking out resume writing tips and high school student office worker resume examples online before composing your sales pitch. Most of them will probably tell you that shining the spotlight on relevant projects (and transferable skills) can easily tip the scales in your favor, even when your professional experience is just a smidge.So, when writing your resume, take a cue from Lea. She's out there proudly showing off that instance she interviewed more than 70 French historians and teamed up with four students to ace a storyboarding project—it highlights remarkable language and collaboration skills. Zero in on your stint as a ballerina as well; being one isn't for the faint-hearted; it takes commitment and dedication.or download as PDFJust because you bring limited relevant experience to the table doesn't mean your resume belongs in the trash folder. You can open the recruiter's eyes to your value (and fitness for the job) by showcasing relevant competencies (even the transferrable ones) in your high school student part-time job resume.For example, Lysander draws attention to his role as a drive-thru attendant at Jack in the Box, where she customized prices, served more than 60 cars per hour, and facilitated transactions worth \$16k per day without any discrepancies. Doesn't that scream efficiency?or download as PDFHave you explored a ton of high school student sales resume templates and surfaced with a seemingly perfect one in hand? Great! How about we turn it up a notch? Now it's time to put together a modern, numbers-packed piece that is mind-blowing. It leaves the hiring manager no choice but to dial you up.Take it from us: few other things demonstrate your value better than a resume with phrases like "Designed 8+ retail displays...", "Stocked 250+ items..." and "...reducing after-hours workloads by 23% on average." Even better, numbers make your pitch ATS-friendly, boosting the likelihood that it lands in front of the recruiter.You're not alone if you're wondering how to write a high schooler resume. We all started there at some point. But it doesn't have to be intimidating.When writing a resume for a high school student, the first rule is to go big on your projects, volunteer roles, and highlight transferable skills you've gathered during your coursework. But that doesn't mean all you need is to fill out a resume outline with all the relevant practical activities you've been part of during high school.What it takes to write a job-winning high school student resume is being pragmatic: knowing your weaknesses and strengths and how to take advantage of them to convince recruiters that you're a worthy shot.In this section, we simplify things for you by providing handy tips based on actual high school resume examples, showing you how to avoid common pitfalls and win the job.Picking the right high school resume templateThe first step to writing an effective high school resume for a student is choosing the right template. You can review our resume templates and pick one that best suits your preference. But if you don't know where to start, we'll break it down so you can make an informed choice.What's the purpose of your resume? You're not just writing a generic high school student resume; you want it to be specific to the role or purpose you're writing it for. Therefore, a good place to start is by asking yourself what you intend to achieve with your resume.- Are you applying for college? If yes, choose a high school resume template that will allow you to focus on your academics, leadership, and extracurriculars.- Are you eyeing a high school scholarship? Well, it's not just you chasing the scholarship; thousands of other students are probably applying for it. In this case, you're better off with a template that helps you highlight community service, achievements in and outside the classroom, and awards for being an all-around exemplary student.- Or is it for an internship/first job? No matter what, a time will come when you have to write a resume for your first job or internship. To put your best foot forward, pick a template that allows you to talk about relevant certifications and skills gained from practical activities and how to apply them in a real work environment.The first step to writing an effective high school resume for a student is choosing the right template. You can review our resume templates and pick one that best suits your preference. But if you don't know where to start, we'll break it down so you can make an informed choice.What is the best high school student resume template?From our experience, we can tell a good from a bad template for a high school resume. Here's what makes the perfect template you need to create a piece that will win you interviews:- Professional and clean - a resume format that's easy to read with clearly defined headings is what hiring managers enjoy reading. Give them that, and they'll read your resume to the end and probably call you about an interview.Go for a clutter-free layout and one without graphics and other additions. You only want the recruiters to focus on what you can do and not lose them in unnecessary decorations.- Match your industry - every industry has its way of doing things, and you're better off knowing the expectations of the place where you would one day build your career. Your high school resume template must align with industry insiders' standards.For instance, college admission and scholarship boards prefer a classic and simple resume format. On the other hand, media and marketing go with a creative and modern resume design.- ATS-friendliness - you should know that your application will pass through an applicant tracking system (ATS). If you don't know yet, we're telling you, we're telling you. These screeners don't play nice with graphics and fancy fonts. Avoid them at all costs. And for a bonus point, use bullet points and clearly define your headings for ease of readability. To be sure that your ready-to-send piece will make it through the dreaded screeners, run it through this AI checker, and you can sit back and expect an email for an interview or, better still, a job offer.- Editable format - you'll edit your resume several times before it's ready. In that case, templates from Google Docs allow you to edit, save, and share your piece from anywhere. It's also helpful to save and send your application in PDF due to its portability and acceptance hiring teams.Where to find good high school resume templatesYou can start with our vetted and approved Google Docs resume templates and see if you find something that meets your taste.However, for a guided and personalized experience when creating your high school student resume, this free online resume builder will take you through every step until you have a masterpiece that will beat ATS and receive a standing ovation from recruiting managers.Including name and contact infoYour name and contact information are like banners waving to recruiters to notice you. Therefore, these sections should be professional, straightforward, and easy to find so that colleges, potential employers, and scholarship boards can quickly reach you when needed. Without that, you're just another John Doe or Jane Doe, and no one will think twice before tossing your high school student resume with no work experience into the trash bin.Start with your name at the top of the resume. It should be written in a larger font than the rest of the text and strategically positioned to get attention. You're good with your first and last name (your middle name isn't necessary). Ensure that the name you use here is the same in all your other applications.Next, after your name, on the right, left, or below, comes your contact information. Your phone number, not a family member's phone number, is necessary. One more thing: ensure that your voicemail is professional without jokes and a vulgar music tone.You need a professional email address, not one with your nickname from your peers. A combination of your first and last name is fine. For example, [email protected] makes for a simple and professional email address.Your home city and state are not a must, but you can include them to give a clue about where you're from. You want the recruiter or admission board to feel like they know you.Finally, you can include your LinkedIn account. Here, you only need a URL to your profile. Ensure that your profile is updated to give a professional vibe about you. If you have a personal website related to your school work, projects, or relevant hobbies, then you can add it as well.What not to include.- Email with fancy names - such as [email protected]- School email - use a personal email that you have access to even after graduating. Full home address - your privacy is important, and no one has to know the lane of/and your house number- Social media links - a professional LinkedIn account is OK, but you don't need to add Facebook, Twitter, etc.A Good Example of a name and contact info sectionHere's how a proper name and contact section should look on your resume:Including a career objectiveA career objective is a brief about you: skills, experiences, attributes, and goals for what you're applying for. It's a powerful statement that can elevate your pitch and get you noticed if used well. However, you must be careful about when and how you use it.When to use a career objectiveHere are instances when using a career objective is both logical and can potentially add value to your application:- With limited and/or no work experience - it's a natural course of action for a high school student resume without experience to use a career objective. It helps you concentrate more on showcasing your skills and goals for the position you're eyeing.- Internships and voluntary work - you want a statement that expresses your willingness to learn on the job. This short statement shows your passion for a particular field and makes it easy for recruiters to see your potential even without work experience.- Applying for your first job - a resume for a high school student's first job is a piece of work. But do you know what can make it easy? Throwing in a career objective that highlights your enthusiasm and mission for whatever you're applying for.- College scholarships and admissions - you want the admission and scholarship committees impressed as soon as they open your resume. An objective can be that attention-grabbing opportunity to demonstrate your academic and career aspirations.When not to use a career objectiveMore often than not, you don't need a career objective when- here, your achievements and impact can speak for themselves.- Short on space - when you choose a resume template that doesn't have a lot of space, you better dedicate it to showcase skills and impact from past roles.What makes a strong career objectiveNot every career objective will make your high school resume a must-read piece. However, here's what it takes to make yours impressive.- Staying brief - one to two sentences can hook hiring managers to your piece. Anything longer will spoil your chances of getting noticed.- Tailor it to the role you must be intentional and specific about your application. Say it and show why you're the best fit for the open opportunity.- Optimize your strengths - your skills, achievements, and unique qualities are what you need to make a great first impression.Good examples of high school student resume's career objectives:To give you a snippet of what a good career objective looks like, here are a few examples:- For college scholarships - "Aspiring computer scientist passionate about problem-solution and software development, looking forward to leveraging coding skills to create impactful technology. Seeking the Durham Tech scholarship to pursue a degree in computer science and contribute to advancements in the field."- For first job with no experience - "Compassionate and dedicated nursing graduate, yearning to bring strong communication skills and a patient-centered approach to Northwestern Memorial Hospital. Committed to learning from experienced professionals while providing excellent patient care and support."- For college admissions - "Aspiring law student with a strong passion for justice, critical thinking, and advocacy, eager to make a meaningful impact in the legal space. Seeking admission to Harvard Law School for rigorous academic challenges and contribute to a diverse community committed to excellence and ethical professionalism."- For internship - "Motivated high school student with strong analytical skills and a passion for finance, ready to use classroom knowledge in a hands-on accounting internship at Gensler. Dedicated to learning industry best practices while contributing to a dynamic team with attention to detail and a growth mindset."Adding educationAs a high school student, there is a higher chance that you don't have industry-specific experience. That's not a crime, but you can use your education to seal that gap.When adding the education section, it's critical to know how to format it and what to include to make an impression on recruiting managers.How to list education on a high school resumeYou can use your education section to show that you're the best candidate for the position an employer is trying to fill. To get that right, here's the best way to do it.- Your high school name, city, and state - For example: Chicago Vocational High School, Chicago, IL- Graduation date - For example: December, 2026- GPA (if relevant and strong) - For example, 3.7/4 (include if 3.5 and/or above)- Coursework (if relevant) - For example, Honors AP English, Algebra, Math, and Fine Arts- Awards - For instance, State Drama Festival second runners-up, diversity & culture club vice president- Extracurriculars - For example, school magazine, varsity hockey team- Special programs' recognition - For example, Microsoft Office Specialist, CPR-certifiedExample of a good education section:Chicago Vocational High School, Chicago, ILExpected Graduation: December 2026GPA: 3.7/4.0Relevant Coursework: AP English, Algebra, Math, and Fine Arts Achievements: State Drama Festival second runners-up, diversity & culture club vice presidentShowcasing transferable skillsYou have little to no work experience. Are you doomed? Not at all. You can still create a solid high school student resume by adding transferable skills that you can apply across different roles. Here's how to do that correctly:Skills from projects and courseworkEven without work experience, you've gained relevant skills through group projects, extracurriculars, and classroom. They can include:- Time management - doing and submitting assignments before deadlines- Writing and research proficiencies - gained from essay and report writing for lab experiments- Communication and presentation - class presentations and club debates- Problem-solving - math quizzes and practical science projectsHighlighting extracurricularsSkills gained from sports, student clubs, and events are valuable. Examples you can add to your resume include:- Technical skills - gained from the robotic club, coding, and web development group, managing social media page for wildlife club- Creativity - drama festivals, art & music clubs- Teamwork and leadership - being the captain of the soccer team, the campus student vice president- Event planning - organizing club meetings, fund drives, and environmental conservation daysSkills from community and voluntary workDon't let your role in community service and volunteer work go to waste when you can use them to demonstrate valuable skills as follows:- Strong work ethic and passion - supporting a noble cause without expecting any reward- Planning and organization - creating and planning activities for participants- Customer service - taking part in charity events and food banks and playing a role in mobilizing donationsHighlighting soft skillsJust like technical skills, employers value soft skills that are transferable to an actual workplace, such as:- Attention to detail- Excellent communication- Initiative- Adaptability- Positive attitude- People skillsPacking bullet points with active wordsDescriptive action verbs show that you're not just another option but a real doer. These power words demonstrate your abilities, initiative, leadership, teamwork, and accomplishments.Here's a dynamic pool of active verbs you can use to stand tall and showcase your unique talents:Collaboration and teamwork- Supported- Assisted- Collaborated- Partnered- Contributed- Teamed up withExamples- Collaborated with a team of 12+ juniors and seniors, dispensing roles and responsibilities to boost efficiency and improve competition performance- Co-taught simple Bible stories to 16 first graders during Vacation Bible SchoolInitiative and leadership- Led- Supervised- Coordinated- Initiated- Managed- Directed- Oversaw- OrganizedExamples- Headed team that created a robot capable of dispensing flu vaccines and blood glucose levels, resulting in national news coverage in the New York Times in 2021- Founded Math Club as a freshman, recruiting 30+ members in the first semesterAchievements - Optimized- Surpassed- Completed- Accomplished- Awarded- Realized- Achieved- ExceededExamples- Competed in and won individual regionals in 2021- Facilitated over 51 table reservations per day through SevenRooms, ensuring efficient seating arrangementsPlanning/managing- Prepared- Processed- Scheduled- Organized- Planned- Arranged- ExecutedExamples- Monitored and updated 1,780+ inventory items in real-time through Square POS, preventing product shortages- Organized a volunteering schedule using Google Calendar, ensuring operational efficiency across three eventsCommunication - Presented- Explained- Informed- Educated- Advised- CommunicatedExamples- Presented end-of-project outcomes using Google Slides- Drafted 22 articles per semester for the campus newsletter, increasing newsletter readership by 8%Problem-solving- Streamlined- Improved- Solved- Created- Developed- FormulatedExamples- Streamlined order processing for 148 customers per shift using Toast POS, reducing wait times by 12 minutes/order- Accounted for \$16,068 in transactions with zero discrepancies using Verifone Payment SystemYou expect to get interview invites and at least close one of the positions you're applying for. To get that wish granted for your high school resume with no experience, follow these tips: