

# How to Write Your First Resume After High School

*The following information and example is provided by the EVIT Adult Education Career Services Center. Do not hesitate to contact us at (480) 461-4170 if you have questions. Kelly Harris, Manager*

You've probably seen on the internet, fancy resume templates, or all kinds of suggestions on how to write the "perfect" resume. Well, there are virtually thousands of ways to write a resume and so many people have so many different opinions on what's right and what's wrong. Let me see if I can help you overcome the need to Google over and over again "How to write a resume."

1. Be careful if you use a resume "template". Keep in mind many of today's jobs must be applied for via the internet. Using certain templates can and will really mess up your resume when you attach it to the job posting. Your resume can end up looking something like this.

Jane Doe \_\_\_\_\_ 480-222-1572 to launch my career  
in cosmetology.  
Tempe, Arizona \_\_\_\_\_  
Recent graduate of Any town, High looking  
Objective: Education:  
[Janedoe222@cox.net](mailto:Janedoe222@cox.net)

It's true; I've seen it hundreds of times. Your best bet is not to use a template, use Word or only use a template that will allow you to save your information in Word format so that it may be easily copied and pasted, or attached to an online application.

Additionally with your name and address portion of your resume, you do not have to put your exact address, the city and state is fine. This is for your own safety since you don't always know who it is going to send it over the internet. Enlarge your name, but no larger than a 14 font, you may also use bold. Try and keep your resume neat and clean by not using different fonts or too many lines and indents. Only use common fonts such as Arial, Times New Roman or Calibri. The body of the resume should be in 11 or 12 font. One of the major don'ts in resume writing – DO NOT ever use personal pronoun's such as I, me or my.

2. If you are going to use an objective, make sure it isn't a generic objective used by everyone like *Looking for a job with a company with great growth potential*. Personalize it to fit what you are really looking for, but be careful to not be so specific you would lose out on another opportunity. A good example would be: *Recent honors graduate of Somewhere High School eager to launch a career in Cosmetology. (Remember, objectives do not have to be placed on a resume, I actually would rather see a qualifications summary)*

3. Next, let's talk about education. Chances are if you are a recent High School Graduate you don't have years of experience to place on your resume so use your education to explain this. Do not add a GPA unless it is over 3.0

Example:

## EDUCATION

Tempe High – Tempe, Arizona

High School Diploma, 2014 (GPA:3.8)

Honors: National Honor Society

Education Highlights: 2 semesters attending East Valley Institute of Technology, Junior and Senior National Honor Society.

4. If you have any work experience, add it immediately following your education. Keep your format similar to your educational experience.

Example:

## **EXPERIENCE**

Ross Dress for Less – Chandler, Arizona

Cashier, May 2013- March 2014

- Fulfilled the company's expectations of maintaining friendly customer relations
- Kept work areas clean and organized
- Proficient in cash handling procedures
- Stocked items when required
- Completed cash reconciliation at the end of each day

5. ANY volunteer work is experience! Did you volunteer during High School as a tutor, at an animal shelter, or at the zoo on the weekends; anything can be translated into experience.

Example:

## **VOLUNTEERISM**

Tutor a Tot Program – Mesa, Arizona

Tutor for grades 1-5, Clarkdale Elementary 2013-Present

Assigned math tutor for 3<sup>rd</sup> graders from June 2013- January 2014 currently tutoring 4<sup>th</sup> grade intermediate math. After school program two days a week, averaging 16 hours a month.

6. Make sure to ring your own bell when it comes to activities and awards. If you are a member of a club or have outstanding achievement's make sure to state them.

Example:

## **ACTIVITIES AND AWARDS**

- Member/Vice President Honors Society, Senior year
- Member Honors Society Junior year
- Key Club Treasures, Senior year

Please call me at 480-461-4170 if you need further assistance.

Thank you for taking the time to read this, I hope it helps.

Kelly Harris

Career Center Manager, EVIT Adult Education

7. References. If you have someone willing to provide you with a Letter of Reference (a statement about you in letter format attesting to your good skills and abilities, You should have copies and be prepared to provide a copy to a potential employer if asked.

If you follow these basic examples you will have a good start at your first resume. From what was done above, here's what a basic first resume would look like. The last page is a guide you can use while constructing your first resume.

Jane Doe  
Tempe, Arizona  
480-222-1572  
[Janedoe222@cox.net](mailto:Janedoe222@cox.net)

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## **OBJECTIVE**

Recent honors graduate of Somewhere High School eager to launch a career in Cosmetology.

## **EDUCATION**

Tempe High – Tempe, Arizona  
High School Diploma, 2014 (GPA:3.8)  
Honors: National Honor Society  
Education Highlights: 2 semesters attending East Valley Institute of Technology, Junior and Senior National Honor Society.

## **EXPERIENCE**

Ross Dress for Less\_– Chandler, Arizona  
Cashier, May 2013- March 2014

- Fulfilled the company's expectations of maintaining friendly customer relations
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## **VOLUNTEERISM**

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Tutor for grades 1-5, Clarkdale Elementary 2013-Present  
Assigned math tutor for 3<sup>rd</sup> graders from June 2013- January 2014 currently tutoring 4<sup>th</sup> grade intermediate math. After school program two days a week, averaging 16 hours a month.

## **ACTIVITIES AND AWARDS**

- Member/Vice President Honors Society, Senior year
- Member Honors Society Junior year
- Key Club Treasures, Senior year

**Name**  
Address  
Phone Number  
E-mail Address

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**OBJECTIVE or QUALIFICATIONS SUMMARY**

**FOR QUALIFICATIONS SUMMARY:**

**LIST OTHER KNOWLEDGE, SKILLS AND ABILITIES YOU POSSESS HERE**

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**EDUCATION**

*(Example)*

**East Valley Institute of Technology**

Certified Heating, Ventilation, and Air Conditioning (HVAC) Technician

Conferred date: October 2014

Related coursework:

Installation service, repair service, electrical maintenance, wiring, appliance repair, installation of light and power equipment and repair of electronic controls and circuits. Both in residential and commercial settings.

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**WORK EXPERIENCE**

00/00-00/00	Company Name Title	City, State	(dates)
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- List duties performed here
- List duties performed here
- List duties performed here

00/00-00/00	Company Name Title	City, State	
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- List duties performed here
  - List duties performed here
  - List duties performed here
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**VOLUNTEERISM**

00/00-00/00	Company or Organization name Description of volunteer work.	City, State
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**ACTIVITIES AND AWARDS**

- List activities and awards here

References upon request.