# How to Write a Resume

Since most high school students do not have previous work experience when writing their first resume, it's important to emphasize your skills and experiences you already have.
Here's some tips for creating your first resume;

1. What to include:
   a. Skills you bring to the table (ex: driven, creative, problem-solving).
   b. Extracurriculars (ex: sports, clubs, student government).
   c. Achievements/Awards/Honors (ex: honor roll, debate team awards, science fair awards, AP Scholar awards).
   d. Leadership Roles (ex: team captain, club treasurer).
   e. Volunteer Experience (ex: homeless shelter, beach cleanups, event volunteering).
      i. This is your closest thing to job experience! Highlight it!
2. Keep your information clear and concise.
   a. For example, when listing awards or leadership roles, list the item and briefly summarize it in one or two sentences (the shorter the better).
3. Have your contact information clearly identifiable.
   a. It should be obvious where this information is on your resume.
   b. For example, you can put this information in bold or at the top of your resume.
   c. Include your full name, address, phone number, and email address.
4. Keep it clean and simple.
   a. A good resume is not the one with the fanciest font. A good resume has a font that is easy to read and looks professional.
5. Create a resume objective.
   a. A resume objective summarizes your resume and lets the employer know why you are the best fit for the role. It should be 2-3 sentences and highlight the relevant aspects of your skills and resume towards the position you are applying for.
6. Look at [sample resumes](#)!
   a. Sample resumes can be a great resource to see how you should format your first resume.

Learning how to create a good resume in high school is a great skill to have early on. Your resume will be the key to applying for jobs, internships, and college!

Here are some more sources that will help you create your first resume:
- https://www.asvabprogram.com/media-center-article/64
- https://resumegenius.com/blog/resume-help/resume-examples-for-teens