**Résumés for High School Students**

**Effective Résumé Writing Tips**

**Effective Résumés:**

* Will use action verbs to describe accomplishments (for example, words such as created, directed, established, provided, managed, developed, etc).
* Will stress specific accomplishments and quantify the outcomes. Example: Maintained 98% accuracy in the cash drawer.
* Will NOT use pronouns (I, me, my, etc.). Instead of saying, “I provided customer service to an average of 60 customers on each of my shifts,” simply state (in bullet form) “Provided customer service to an average of 60 customers per shift.”
* Will be free of spelling and grammatical errors. Do not simply rely on spellcheck. You must go through and make sure you are using the correct words. It is 47helpful to have as many other people look over your resume as you can.
* Will be visually pleasing. All formatting should be consistent and readable. While the content of your résumé is the most important element, if the design or format of your résumé is so bad that employers can’t get to the content, then you have a problem.
  + Use 12 pt. Font in a readable font such as Times New Roman
  + Use 1 inch margins to avoid a crowded appearance
* For a Student Résumé, your résumé should only be one page in length.
* Will have the name in bold a couple of sizes larger than the rest of the document.
* Will list everything in reverse chronological order (your most recent activities first)
* Will include current degree in education and anticipated graduation date
* Will list your GPA if it is above a 3.0
* Will use present tense for activities in which you are currently, and past tense for activities with which you were formally involved.