

HIGH SCHOOL STUDENT RESUME WORKSHEET

Use the resume worksheet to brainstorm and organize information for your resume.

IDENTIFYING INFORMATION

Name: _____

Current Address: _____

City: _____ State: _____ ZIP: _____

Home Phone: _____ Work (or Cell) Phone: _____

Email Address: _____

CAREER OBJECTIVE

A good career objective is essential. It should serve as the focal point of your resume, indicating what sort of job you are seeking, and what experience/skills you have to offer. It should be broad enough to cover any suitable employment, yet specific enough to indicate that you have a specific position in mind. You can change your career objective depending upon the job you are applying for. See the sample resumes for ideas. Some questions you may want to answer are:

- What kind of employment do you want? Internship, coop, full-time, part-time
- What type of position do you want? Customer services, sales etc.
- Is there a particular industry you want to work in? retail, hospitality, healthcare etc.

Which objective style do you want on your resume?

Formula 1: Focus on the kind of position you want.

Example: Seeking a full-time position as an Administrative Assistant.

Seeking a position as a _____.

Formula 2: Focus on the field or industry in which you are interested in working.

Example: Seeking an entry-level position in the Healthcare field.

Seeking a position in the _____ field.

Formula 3: Focus on your skills/abilities.

Example: Seeking a position that will utilize my communication, data-entry skills, and my strong work ethic.

Seeking a position that will utilize my _____, _____, and _____ skills.