

HIGH SCHOOL STUDENT RESUME

NAME: _____ AGE: _____

ADDRESS: _____

PHONE: _____ EMAIL: _____

OBJECTIVE

(Clear, concise statement of your immediate objective.)

EDUCATION

(Current school information. Relevant courses and GPA ONLY if required by employer.)

EXPERIENCE

(Related Work, Volunteer, Paid or Unpaid. Most recent first with title, organization, location, and dates. Describe responsibilities with action verbs.)

SKILLS

(Technology, languages, & "special skills.")

HONORS & ACTIVITIES

(Volunteer Activities, Student Groups, Leadership Roles, Community Work, Scholarships, Academic Awards, and Research.)