

## **Building a Resume:**

### **Start with a Personal Statement**

- **What it is:** A short intro about who you are, what you're good at, and your goals.
  - **Example:** "Motivated and creative high school senior passionate about helping others and leading school initiatives. Strong communication and time management skills developed through volunteering, clubs, and class projects."

### **Skills You Might Already Have**

- Time Management (juggling school, sports, family)
- Teamwork (group projects, clubs, sports teams)
- Communication (announcements, presentations, tutoring)
- Organization (event planning, club treasurer, homework planner)
- Problem Solving (tech help, solving group conflict)
- Leadership (being a captain, helping peers, mentoring siblings)

### **School Involvement Counts as Experience**

You can include:

- Student Council roles (even if you weren't elected!)
- Morning announcements, school newspaper, library helper
- Organizing spirit weeks, dances, or fundraisers
- Sports teams, music groups, theater productions
- Peer tutoring or mentoring programs

### **Volunteering is Valuable**

Even small experiences count:

- Helping at school events or community centers
- Participating in food drives, church/youth groups
- Babysitting, pet-sitting, tech help for family

### **Part-Time Jobs or Side Gigs**

Any job—retail, restaurant, babysitting, mowing lawns—is great experience. Focus on:

- Reliability
- Customer service
- Handling money

- Following directions
- Working with a team

## **Awards, Certifications & Recognition**

You can include:

- Honor Roll or Perfect Attendance
- Class competitions (debates, science fairs)
- Any certificate or program (First Aid, Google Tools, etc.)

## **Final Tips**

- Don't underestimate yourself, **you have more experience than you think**
- Use **action verbs** (led, organized, created, helped, designed)
- Keep it **1 page**
- **Proofread** (ask a friend, teacher, or AI to review it!)

**YOU ARE QUALIFIED. YOU ARE GROWING. YOUR STORY MATTERS.**

Start where you are—build from there.