

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.