**HIGH SCHOOL RESUME for RECOMMENDATIONS**

**Tips for a template**

1. Limit your high school resume to one page.
2. Ensure your resume is skimmable by using big headings, bullet points, and plenty of white space.
3. Use classic and easy-to-read fonts, such as Cambria, Calibri, Georgia, Helvetica, or Garamond, to name a few.
4. Save your high school resume as a PDF file (as well as a word document) so the formatting won’t change when someone views or downloads it.

**What should be on every resume you create?**

1. **Your first and last name.** Don’t use a nickname here—you can get more casual after you’ve secured the job or internship.
2. **A professional email address.** The best email address is something simple, such as first.lastname@example.com. A silly, cute, or edgy email will not be impressive to potential employers or colleges.
3. **The best phone number to reach you.** Make sure you have a professional voicemail greeting in case you miss their call.
4. **Your home address.** While a potential employer is unlikely to send you a piece of mail, they might consider the length of your commute to the business location when reviewing your high school resume.
5. **Optional: your LinkedIn profile or personal website**. You might not have these yet, and that’s fine. If you do have a LinkedIn profile or personal website you’d like to share, make sure it’s professional and only contains information that will impress colleges and employers.

**What to include in the education section**

1. **High school name and location.**
2. **Expected graduation date**—the month and year will suffice.
3. **Weighted GPA.** This is an optional item to include if your GPA will impress the person reading your high school resume—a 3.5 or above, for example.
4. **Class rank.** Again, if it is impressive—the top 20% of your class, for example.
5. **SAT or ACT score.** Only include your scores in high school resumes for college and scholarship applications—potential employers won’t know [what a good SAT score is](https://www.shemmassianconsulting.com/blog/what-is-a-good-sat-score) (and likely won’t care too much, either).
6. **Especially challenging and relevant coursework.** Don’t include the standard high school curriculum, but you can list [IB or AP classes](https://www.shemmassianconsulting.com/blog/ib-vs-ap) you’ve taken that relate to the job or internship you’re applying for.
7. **Leadership roles in clubs or sports—for instance, “Team Captain, Varsity Soccer.”** Especially mention your extracurriculars that are relevant to the position you’re seeking.
8. **Academic memberships.** You can include your involvement in a college preparatory program or selective honors societies, if applicable.

## ****How to write the work experience/relevant activities/major achievements section****

1. Work experience—even if it’s for your family business and you weren’t an “official” employee—you should showcase it.
2. High school internships
3. Volunteer work
4. Community service
5. Club involvement
6. Participation in sports
7. Leadership positions
8. Challenging academic summer programs you’ve attended.