

# What to Include on Your Resume: High School - Checklist

## Identification

- Include your **name, address, telephone number, and email address** at the top of your resume
  - Use a professional email address (like your school address!) with NO HYPERLINK!

## Education

- Be sure to include the **name of each institution, location, and your date of graduation** (or expected date).
- Include your education in **reverse chronological order** (the most recent listed first).
- List your overall GPA if it is 3.0 or higher.
- List your awards or honors related to your education (such as honor roll, or perfect attendance)

## Experience

- Include your experience in **reverse chronological order** (the most recent listed first).
- Include **internships, jobs, clubs, sports teams, relevant classes, summer camps, CTSO, subsistence activities**
- Include work history: **name of the company, the position, location and dates of employment.**
- List roughly **3-4 important tasks, accomplishments, or skills gained at each experience.**
  - Use **action verbs** to describe your achievements.
  - DO NOT USE "I" or "ME" or "MY"

## Skills

- Include any **computer skills** you have (Google docs, microsoft, powerpoint, java, etc.)
- Include **foreign languages** and your skill level (beginning, intermediate, proficient, fluent).

## Certifications

- Include any **Certifications** you have (write their expiration date or date received)
  - Examples: QPR, First Aid, CPR/AED, Safe Zone training, Teen Mental Health First Aid, etc.

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## Formatting Tips:

- \_\_\_\_ Resume Length (One page ONLY)
- \_\_\_\_ Font (Times New Roman, Arial, Calibri) and Size (10, 12)
- \_\_\_\_ Page Margins (1 inch or ½ an inch)
- \_\_\_\_ Layout: Uniform and consistent
- \_\_\_\_ Verb tenses (Currently = Present vs. Something that has ended = Past Tense)
- \_\_\_\_ Action Verbs - Use a variety of them! (You can always google synonyms)

## ACTIVITY 1:

**Instructions: Fill out the following information about yourself that you would need to put on your resume.**

### Identification

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Telephone number: \_\_\_\_\_ Email address: \_\_\_\_\_

### Education

High School Name: \_\_\_\_\_ Location: \_\_\_\_\_  
Expected Graduation Date (month/year): \_\_\_\_\_ Overall GPA: \_\_\_\_\_  
Honor Roll? (Y/N) If yes, how many semesters? \_\_\_\_\_  
Perfect attendance? If yes, how many semesters? \_\_\_\_\_  
Other Academic awards (science fair, etc.) \_\_\_\_\_

Relevant Coursework: \_\_\_\_\_  
\_\_\_\_\_

### **Did you attend more than one high school? No worries!**

High School Name: \_\_\_\_\_ Location: \_\_\_\_\_  
Month/Year attended: \_\_\_\_\_  
Honor Roll? (Y/N) If yes, how many semesters? \_\_\_\_\_  
Perfect attendance? If yes, how many semesters? \_\_\_\_\_  
Other Academic awards (science fair, etc.) \_\_\_\_\_

Relevant Coursework: \_\_\_\_\_  
\_\_\_\_\_

### Experience

Name of Experience: \_\_\_\_\_ location: (town/state) \_\_\_\_\_  
Position: \_\_\_\_\_ Start to End date: \_\_\_\_\_ - \_\_\_\_\_  
(club? Did you hold a board position?) (still going? Write "current" or "present" in the 2nd blank)

What are three things you do/did at this experience?

- 1- \_\_\_\_\_
- 2- \_\_\_\_\_
- 3- \_\_\_\_\_

Name of Experience: \_\_\_\_\_ location: (town/state) \_\_\_\_\_

Position: \_\_\_\_\_ Start to End date: \_\_\_\_\_ - \_\_\_\_\_

(club? Did you hold a board position?) (still going? Write "current" or "present" in the 2nd blank)

What are three things you do/did at this experience?

1- \_\_\_\_\_

2- \_\_\_\_\_

3- \_\_\_\_\_

Name of Experience: \_\_\_\_\_ location: (town/state) \_\_\_\_\_

Position: \_\_\_\_\_ Start to End date: \_\_\_\_\_ - \_\_\_\_\_

(club? Did you hold a board position?) (still going? Write "current" or "present" in the 2nd blank)

What are three things you do/did at this experience?

1- \_\_\_\_\_

2- \_\_\_\_\_

3- \_\_\_\_\_

Name of Experience: \_\_\_\_\_ location: (town/state) \_\_\_\_\_

Position: \_\_\_\_\_ Start to End date: \_\_\_\_\_ - \_\_\_\_\_

(club? Did you hold a board position?) (still going? Write "current" or "present" in the 2nd blank)

What are three things you do/did at this experience?

1- \_\_\_\_\_

2- \_\_\_\_\_

3- \_\_\_\_\_

Name of Experience: \_\_\_\_\_ location: (town/state) \_\_\_\_\_

Position: \_\_\_\_\_ Start to End date: \_\_\_\_\_ - \_\_\_\_\_

(club? Did you hold a board position?) (still going? Write "current" or "present" in the 2nd blank)

What are three things you do/did at this experience?

1- \_\_\_\_\_

2- \_\_\_\_\_

3- \_\_\_\_\_

Name of Experience: \_\_\_\_\_ location: (town/state) \_\_\_\_\_

Position: \_\_\_\_\_ Start to End date: \_\_\_\_\_ - \_\_\_\_\_

(club? Did you hold a board position?) (still going? Write "current" or "present" in the 2nd blank)

What are three things you do/did at this experience?

1- \_\_\_\_\_

2- \_\_\_\_\_

3- \_\_\_\_\_



## ACTIVITY 2:

**Instructions: Fill out the following information for your references.** In addition to a Resume, most jobs require 2-4 references. These are individuals who know you and that are not family members. Such as coaches, former employers, teachers you have had.

### REFERENCES:

#### Reference #1:

Name: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Address: \_\_\_\_\_

Their job title: \_\_\_\_\_

Email Address: \_\_\_\_\_

How they know you: \_\_\_\_\_

How long they've known you: \_\_\_\_\_

**\*Did you ask them if you can use them as a reference? (Yes / No)**

#### Reference #2:

Name: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Address: \_\_\_\_\_

Their job title: \_\_\_\_\_

Email Address: \_\_\_\_\_

How they know you: \_\_\_\_\_

How long they've known you: \_\_\_\_\_

**\*Did you ask them if you can use them as a reference? (Yes / No)**

#### Reference #3:

Name: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Address: \_\_\_\_\_

Their job title: \_\_\_\_\_

Email Address: \_\_\_\_\_

How they know you: \_\_\_\_\_

How long they've known you: \_\_\_\_\_

**\*Did you ask them if you can use them as a reference? (Yes / No)**

#### Reference #4:

Name: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Address: \_\_\_\_\_

Their job title: \_\_\_\_\_

Email Address: \_\_\_\_\_

How they know you: \_\_\_\_\_

How long they've known you: \_\_\_\_\_

**\*Did you ask them if you can use them as a reference? (Yes / No)**

### ACTIVITY 3: I Spy....

**Instructions:** Here are “pieces” of actual resumes. Use page 1 “What to Include on Your Resume: High School - Checklist.” **There are mistakes or something is missing in each example. Circle the mistakes in each section. Write how you could correct the example.**

**Example 1 Experience:** What could be improved here? Or what is missing?

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### Pipefitter/Welder

Iron Workers Local 808

Completed work safely following all OSHA standards.

Consisted of fitting, grinding, arc gouging and welding (FCAW/SMAW).

Erected and welded mostly bar joist buildings using cranes, forklifts, and chain falls welded with SMAW process.

Worked with JLG lifts, scissor lifts, Lulls and various hydraulic equipment.

Welded petroleum piping using TIG and Stick processes.

**Example 2 Experience:** What could be improved here? Or what is missing?

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Maintenance Electrician

-grounding grids

run underground conduit

Trained to identify conditions

**Example 3 Your Information:** What could be improved here? Or what is missing?

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Vanessa Muskox

Female, 907-443-0000 [MuskoxRox@yahoo.com](mailto:MuskoxRox@yahoo.com)

100 front street, Nome

**ACTIVITY 4: Thinking about the future.**  
**Instructions Below.**

**1- Alaska Students go to: AKCIS.ORG**  
and create an account  
2- On the top bar scroll over "Occupations" →  
then click on "Career Clusters"

**1- www.onetonline.org**  
2- Click on "Find occupations" → "Career  
Clusters"

4- Click on one you find interesting, and scroll through the listed jobs (does not have every single job ever)  
5- Fill out some information about it below (Pick 3)

**Job Title:** \_\_\_\_\_

**\*\*Cluster this job is in:** \_\_\_\_\_

**This job does:** \_\_\_\_\_

**Wage:** \_\_\_\_\_

**Employment:** \_\_\_\_\_

**10 year growth:** \_\_\_\_\_

**Annual Openings:** \_\_\_\_\_

**Preparation:** This job typically needs to:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Helpful High School Courses:**

\_\_\_\_\_  
\_\_\_\_\_

**Why am I interested in this job?**

**Job Title:** \_\_\_\_\_

**\*\*Cluster this job is in:** \_\_\_\_\_

This job does: \_\_\_\_\_

\_\_\_\_\_

Wage: \_\_\_\_\_

Employment: \_\_\_\_\_

10 year growth: \_\_\_\_\_

Annual Openings: \_\_\_\_\_

**Preparation:** This job typically needs to:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Helpful High School Courses:**

\_\_\_\_\_

\_\_\_\_\_

Why am I interested in this job?



**Job Title:** \_\_\_\_\_

**\*\*Cluster this job is in:** \_\_\_\_\_

**This job does:** \_\_\_\_\_

\_\_\_\_\_

**Wage:** \_\_\_\_\_

**Employment:** \_\_\_\_\_

**10 year growth:** \_\_\_\_\_

**Annual Openings:** \_\_\_\_\_

**Preparation: This job typically needs to:**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Helpful High School Courses:**

\_\_\_\_\_

\_\_\_\_\_

**Why am I interested in this job?**

## **ACTIVITY 5: Create a Resume (Continuation/ Extension Activity)**

### **Instructions:**

**STEP 1:** Your instructor will either:

A. Share an online guide for you to change to your own information (google doc, microsoft word, open office, etc.), or,

B. Share a blank document to create a resume from scratch.

**STEP 2:** Your instructor will lead you through different parts of your resume, please use “**What to Include on Your Resume: High School - Checklist**” to follow along and “**Activity 1**” to enter and edit the information you have already collected to your blank document.

**STEP 3:** Check your first draft resume against “**Create a Resume - Grading Rubric**”

**STEP 4:** Swap Resumes with another person in your class and follow the “**Peer to Peer Feedback Protocol**” found on the next page.

a. Partner 1 will go first, then partner 2. Take turns.

**STEP 5:** Incorporate the feedback you received from your partner and/or teacher into your resume to create a second draft.

**STEP 6:** Repeat Steps 3 - 5 until you are satisfied with your work.

# Peer to Peer Feedback Protocol

When giving feedback to your peer we are going to be using S.P.A.R.K.

- **Specific:** Comments are linked to a discrete word, phrase, or sentence.
- **Prescriptive:** Offers a solution or strategy to improve the work. (Revisions/ resources / examples)
- **Actionable:** The feedback leaves the peer knowing what steps to take for improvement.
- **Referenced:** The feedback directly references the task criteria, requirements, or target skills.
- **Kind:** It's mandatory that all comments be framed in a kind, supportive way.

## Step 1: Evaluate.

Ask your peer if you may read their resume. Read silently to yourself. Reference your rubric to see where there is alignment and areas of improvement.

*"May I read your resume?"*

## Step 2: Praise.

Writing can be very personal, so it is important to tell your classmate what they did right! We shouldn't focus on only negatives or areas of growth! Tell your peer where they did a great job!

*"I noticed that you did a great job on \_\_\_\_\_."*

## Step 3: Question.

Sometimes we need clarification on why a writer chooses to do something. Instead of making assumptions on the part of your peer, ask them! Make sure it is relevant and specific.

## Step 4: Suggest.

As humans we always have room for improvement, so kindly suggest a way to help improve their resume. A second opinion can help us proof-read and catch small mistakes that our mind skips over.

*"Can I suggest that \_\_\_\_\_."*  
*"If this were my resume I would \_\_\_\_\_."*

## Step 5: Thank.

It can be scary to let someone read and provide feedback on something you have written. It takes a lot of courage and so it is important that you thank your peer for letting you provide feedback.

*"Thank you for letting me read your resume."*