

out of high school resume

Out of high school resume writing can be a daunting task for many recent graduates. Transitioning from high school to the workforce or further education requires the creation of a resume that effectively showcases your skills, experiences, and aspirations. This article aims to guide you through the essential components of an out of high school resume, providing tips and strategies to help you land your first job or gain admission to a college or university.

Understanding the Purpose of a Resume

Before diving into the specifics of how to create an out of high school resume, it's important to understand its purpose. A resume serves as a marketing tool that highlights your qualifications, experiences, and achievements to potential employers or educational institutions. It provides a snapshot of your background, skills, and interests, allowing you to make a strong first impression.

Key Components of an Out of High School Resume

Creating a compelling resume involves including several key components. Here are the essential sections you should consider:

1. Contact Information

Your contact information should be prominently displayed at the top of your resume. This section should include:

- Full name
- Phone number
- Professional email address
- LinkedIn profile (if applicable)
- Mailing address (optional)

Ensure that your email address is professional, ideally a combination of your first and last name. Avoid using nicknames or unprofessional email handles.

2. Objective Statement

An objective statement is a brief overview of your career goals and what you

hope to achieve with your resume. Keep it concise—one or two sentences is sufficient. Tailor it to the position or opportunity you are applying for. For example:

"Motivated high school graduate seeking an entry-level position in customer service to utilize strong communication skills and commitment to providing excellent support."

3. Education

As a recent high school graduate, education is a crucial component of your resume. Include the following information:

- Name of your high school
- Location (city, state)
- Graduation date (month and year)
- GPA (if 3.0 or higher)
- Relevant coursework (optional)

Example:

Education

Springfield High School, Springfield, IL

Graduated: May 2023

GPA: 3.5

Relevant Coursework: Advanced Mathematics, Computer Science, Business Studies

4. Work Experience

Even if you have limited work experience, it's important to include anything that demonstrates your skills and work ethic. List any part-time jobs, internships, volunteer positions, or even significant school projects. For each position, include the following:

- Job title
- Company name
- Dates of employment (month and year)
- Key responsibilities and accomplishments

Example:

Work Experience

Cashier, Local Grocery Store, Springfield, IL

June 2022 – August 2023

- Provided excellent customer service, assisting an average of 50 customers

daily.

- Handled cash and electronic transactions efficiently.
- Maintained a clean and organized checkout area.

5. Skills

Highlighting your skills is essential, especially if you lack extensive work experience. Consider including both hard and soft skills that are relevant to the job or program you are applying for. Examples of skills to include:

- Communication skills
- Teamwork
- Problem-solving
- Time management
- Technical skills (e.g., Microsoft Office, social media)
- Foreign languages

6. Extracurricular Activities

Involvement in extracurricular activities can set you apart from other applicants. Include clubs, sports, or organizations you participated in, along with any leadership roles. This section demonstrates your ability to work in a team, manage time effectively, and commit to goals.

Example:

Extracurricular Activities

- President, Student Council (2022-2023)
- Member, National Honor Society (2021-2023)
- Varsity Soccer Team (2020-2023)

7. References

While it's not necessary to include references on your resume, it's a good idea to have them prepared. Typically, you would provide references upon request. Choose individuals who can vouch for your character and work ethic, such as teachers, coaches, or previous employers. Ensure you ask for their

permission before listing them.

Formatting Your Resume

A well-structured resume is easier to read and more visually appealing. Here are some formatting tips to keep in mind:

- **Font:** Use a clean, professional font such as Arial, Calibri, or Times New Roman, sized between 10 and 12 points.
- **Margins:** Keep margins around 1 inch on all sides to ensure your resume isn't overcrowded.
- **Length:** One page is ideal for an entry-level resume. Keep it concise and focused on relevant information.
- **Bullet Points:** Use bullet points to list responsibilities and achievements, making it easier for employers to skim your resume.
- **Consistency:** Ensure consistency in formatting, including font size, style, and spacing throughout the document.

Tips for Tailoring Your Resume

Tailoring your resume to the job or educational program you are applying for can greatly enhance your chances of being noticed. Here are some strategies to do so:

1. **Read the Job Description:** Identify key skills and qualifications listed in the job description, and ensure they are reflected in your resume.
2. **Use Keywords:** Incorporate industry-specific keywords to pass applicant tracking systems (ATS) that employers use to filter resumes.
3. **Highlight Relevant Experience:** Emphasize experiences that align with the position or program, even if they are volunteer or extracurricular activities.
4. **Be Honest:** Always provide accurate information about your skills and experiences. Misleading information can result in negative consequences.

Final Steps Before Submission

Once you have completed your out of high school resume, take the following final steps before submitting it:

1. Proofread

Carefully proofread your resume for spelling and grammatical errors. A polished resume reflects attention to detail and professionalism.

2. Seek Feedback

Ask a trusted teacher, mentor, or family member to review your resume. They can provide valuable feedback and catch any errors you may have missed.

3. Save in the Right Format

Save your resume as a PDF to ensure that the formatting remains intact when viewed on different devices. Name the file appropriately, such as "YourName_Resume.pdf."

Conclusion

Creating an out of high school resume may seem challenging, but with the right approach and understanding of its key components, you can craft a document that showcases your strengths and sets you on the path to success. Remember to keep your resume concise, focused, and tailored to the opportunity at hand. With dedication and a well-structured resume, you will be well-prepared to make a strong impression in the job market or college admissions process. Best of luck on your journey!

Frequently Asked Questions

What should be included in a resume for someone just out of high school?

A resume for someone just out of high school should include contact information, a summary or objective statement, education details, any relevant work experience (including part-time jobs, internships, or volunteer work), skills, and extracurricular activities.

How can a high school graduate highlight their skills on a resume?

A high school graduate can highlight their skills by creating a dedicated skills section on their resume, listing both soft skills (like teamwork and

communication) and hard skills (like computer proficiency or foreign language abilities) that are relevant to the job they're applying for.

Is it necessary to include a GPA on a high school resume?

It is not necessary to include a GPA on a high school resume, but if the GPA is strong (generally above 3.0) and relevant to the job or field, it can be beneficial to showcase it.

Should a high school resume include references?

It's not common to include references directly on a resume for a high school graduate. Instead, you can state 'References available upon request' and prepare a separate list of references to provide if asked.

How can I make my high school resume stand out?

To make your high school resume stand out, use a clean and professional format, tailor your resume to the job by using keywords from the job description, and highlight any unique experiences or projects that demonstrate your skills and initiative.

What format should I use for my high school resume?

A chronological format is commonly used for high school resumes, as it lists your education and work experience in reverse chronological order. Alternatively, a functional format can be used to emphasize skills over experience.

Can I include volunteer work on my high school resume?

Yes, including volunteer work on your high school resume is a great idea. It demonstrates your commitment, work ethic, and ability to contribute to your community, which can be appealing to potential employers.

How long should my high school resume be?

A high school resume should ideally be one page long. This is sufficient to cover your education, skills, and experiences without overwhelming potential employers with excessive information.

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