

Resume Guidelines

Starting your resume:

Many high school students do not have a lot of work experience and that is okay. It is then important to make sure that you have a list of skills, extra-curricular activities in and outside of school and a list of accomplishments that you are proud of. Please remember to use your networks (parents, teachers, counsellors, etc.) to proofread and assist you in making a better resume to get you the interview and then the job you want!

General tips:

- Short - 1 or 2 pages maximum
- Easy to read – be specific and accurate; only relevant information; point form
- Well organized -organize information under headings; bold/underline/italics; be consistent; bullets
- Use a clear and easily read size 12 font
- Attractive – white or light colored paper (no bright or colourful paper); use white space accordingly; make it clear and clean; keep it very neat
- Make sure to include accomplishments that demonstrate your God skills and abilities
- Do not include a picture of yourself it is not necessary
- Only use appropriate email addresses
- Do not include extra personal information (family history, nationality, etc.)
- Make sure you tailor your resumé to highlight your skills, education and abilities for the job (be honest)

Possible templates:

Career Cruising has a built in Resume Builder
Microsoft Word has resume templates

For more tips go to:

Resume Tips for High School Students

<http://www.professional-resume-example.com/resume-tips-for-high-school-students.html>

Service Canada

http://www.jobsetc.gc.ca/eng/pieces.jsp?category_id=203&root_id=201

Government of Canada

<http://www.youth.gc.ca/eng/topics/jobs/resume.shtml>

Job Search Online

Prairie Valley School Division; Looking at Life Beyond High School. (2011). A Career Planning Resource for Parents and Guardians of Teens.

Sample Resume and Guidelines

Personal Information:

Your full name: Do not use nicknames.
Your address: Current address.
Phone number: Home or cell number where you can be reached or a message left.
Email address: ensure it is professional and appropriate.

Career or Job Objective:

Explains what type of position you seek.

Related Skills:

Include four to six special abilities that relate to the job. Include skills from work, volunteer experiences and interests.

Education:

Include your high school if you are still a student or have recently graduated. Listing other courses taken relating to the job can be useful for those with little work or volunteer experience.

Work Experience:

List business name and location of previous employers. List most recent employment first. Include start and end dates, job titles and duties performed. Limit the duties to six for each job. Use the present tense for ongoing jobs and the past tense for completed jobs.

Volunteer Experience:

Create this separate heading if you wish to highlight two or more volunteer activities. Follow the format rules as in the Work Experience section above.

Awards:

Academic awards can be included in the Education section instead. List most recent awards first. Be selective – do not include more than six. State the name of the award.

Activities and Interests:

List most recent organized activities first. Include your role, organization, location and dates. General interests or hobbies do not require dates.

Student Name Box 123 Small Town, SK S0S 0S0 (306) 123-4567 studentname@hotmail.com	
Career Objective To use my strong interpersonal skills in a sales clerk position.	
Skills & Abilities <ul style="list-style-type: none">• Computer and cash register skills• Enthusiastic and energetic• Strong interpersonal and written communication skills• Work well with people of all ages	
Education September 2007 - Present Grade 12 Student Small Town High School Small Town, Saskatchewan Honor Roll Student (maintain average over 80%)	
Work Experience January 2007 - Present Babysitter Numerous Families Small Town, Saskatchewan - Provide care, supervision and entertain children	
Volunteer Experience April 2008 - Present Assistant Coach School Junior Soccer Team Small Town, Saskatchewan - Organize and supervise soccer practices for team September - June 2009 School Canteen Worker Small Town High School Small Town, Saskatchewan - Served food to customers and operated cash register	
Awards and Certificates <ul style="list-style-type: none">• Outstanding Volunteer Award, 2010• Food Handler's Safety Certificate, 2007	
Extra-Curricular Activities <ul style="list-style-type: none">• School Student Leadership Council Treasurer, 2008 - present• High School Soccer Team Captain, 2007 - 2009	

References:

A list of references should be provided to potential employers upon request.

A reference is someone an employer can contact to find out more about you and your work ethic.

- Get their permission to use them as a reference before placing them on your reference list.
- Include: name, addresses, phone numbers and email addresses (if possible).
- Keep your list up-to-date and let them know when you have used them so they are prepared.