

EMPOWER MY HOOD®



Helpful Tips and Tricks for Building a High School Resume

Be Concise and Relevant

- Limit your resume to one page, focusing on the most pertinent experiences and achievements, and tailor it for each specific application.

Use Action Verbs

- Start bullet points with strong action verbs (e.g., "Led," "Developed," "Organized").
- Choose verbs that accurately reflect your role and impact.
- Avoid passive language to create a more dynamic and engaging resume.

Quantify Achievements

- Use numbers to demonstrate your impact whenever possible (e.g., "Increased user engagement by 15%").
- Quantify your achievements to give context and scale to your contributions.

Showcase Leadership and Initiative

- Highlight leadership roles and instances where you took initiative.
- Include specific examples of projects or activities where you demonstrated these qualities and explain the outcomes and impact of your leadership or initiatives.

Include Relevant Skills

- List relevant skills to the scholarship or college program (e.g., languages spoken).
- Ensure that the skills listed are supported by your experiences or achievements.
- Include both hard skills (technical abilities) and soft skills (communication, teamwork).

Highlight Extracurricular Activities

- Include clubs, sports, and community service.
- Emphasize roles or responsibilities within these activities.
- Show how these experiences contributed to your personal growth and skills.

Focus on Academic Achievements

- List relevant coursework, honors, and awards.
- Highlight any special projects or research that demonstrate your academic interests.
- Include your GPA if it's strong and relevant.

Carefully Proofread for Spelling, Grammar, and Formatting Errors

- Consider having someone else review your resume for feedback and accuracy.
- Ensure that your resume is polished and professional before submission.

Resume Template

[Your First & Last Name]

[Home Address]

[Email Address]

[Phone Number]

[LinkedIn Profile] (if applicable)

Objective

- States your goals for the application.

Skills

- List relevant skills (e.g., languages spoken, technical skills, soft skills).

Honors and Awards

- [Award Name], [Date]
Brief description of the award and its significance.
- [Award Name], [Date]
Brief description of the award and its Significance.

Extracurricular Activities

- [Activity Name]
[Position], [Date] – [Date]
Brief description of your role and accomplishments.
 - Note: Use action verbs and quantify achievements where possible.
- [Activity Name]
[Position], [Date] – [Date]
Brief description of your role and accomplishments.
 - Note: Use action verbs and quantify achievements where possible.

Education

- [High School Name]
[City, State]
GPA: [Your GPA]
(Unweighted/Weighted)
Expected Graduation: [Month, Year]

Volunteer Experience

- [Organization Name]
[Volunteer Position], [Date] – [Date]
Brief description of your responsibilities and impact.
 - Note: Use action verbs and quantify achievements where possible.
- [Organization Name]
[Volunteer Position], [Date] – [Date]
Brief description of your responsibilities and impact.
 - Note: Use action verbs and quantify achievements where possible.

Work Experience

- [Job Title], [Company Name]
[City, State], [Date] – [Date]
Brief description of your responsibilities and achievements.
 - Note: Use action verbs and quantify achievements where possible.

References (if applicable)