**FirstName LastName**  
6 Oak Street, Arlington, VA 12333  
Phone: 555.555.1234  
Email: [phjones@gmail.com](mailto:phjones@gmail.com)

**Education**

**Arlington High School**, Arlington, Virginia  
*20XX – present*  
GPA: 3.81

**Achievements**

• National Honor Society: 20XX, 20XX, 20XX  
• Academic Honor Roll: 20XX - 20XX

**Work Experience**

**Sales Associate, The Retail Store**  
*June 20XX– Present*  
• Maintain and restock inventory.  
• Provide customer service.  
• Responsible for training incoming associates in operating cash register system due to track record of excellence.

**Child Care**  
*20XX - Present*  
• Provide childcare for half a dozen families after school, weekends, and during school vacations.  
• Develop and implement fun and educational activities for all children, ranging from ages 1 year to 8 years.

**Volunteer Experience**

**Arlington Literacy Program**  
• Run book monthly for six eight-year-olds

**Run for Life**  
• Assist in marketing (via social media), setting up booths, running registration, and cleaning up for bi-annual race.

**Interests / Activities**

• Member of Arlington High School Tennis Team  
• Girl Scout  
• Piano, 10 years

**First Name Last Name**  
6 Elm Avenue, Stockler, CA 91733  
Home: 111.111.1111 Cell: 766.555.4444  
[First.lastname@email.com](mailto:First.lastname@email.com)

**SUMMARY**  
Honor roll high school student with a passion for working with children. Extensive experience working with youth of a variety of ages. Praised and awarded for organizational skills and ability to develop safe, fun environment for children.

**EDUCATION**  
Pepperona Central High School, Pepperona, CA  
High School Diploma anticipated in May 20XX

GPA 3.86, honor roll each semester

Electives: Screen printing, Culture & Foods, Independent Living, Family Advocacy  
Activities: Wind Ensemble, Stage Crew

**VOLUNTEER & COMMUNITY SERVICE**  
Stocklerbridge Hospital, Stockler, CA  
*Pediatric Ward Volunteer*  
Fall 20XX - present

* Develop and implement activities to entertain patients ages 5-15, including arts and crafts activities and theater workshops
* Perform administrative work and run errands for pediatric staff
* Received Volunteer-of-the-Summer award for critical role in developing a theater program for patients

Stockler Recreation Department, City of Stockler  
*Counselor in Training (CIT)*  
Summer 20XX

* Led arts, crafts, sports, games, camping, and hobby workshops for groups of 8-10 year olds
* Monitored groups of up to seven children on weekly field trips to the zoo, water parks, and on walking tours
* Co-wrote and co-directed summer play performed by 15 campers
* Ensure campers were dropped off and picked up safely

Top 5 High School Student Skills (https://www.thebalance.com/resume-skills-for-high-school-students-2063767)

Below are five skills that almost every high school student has, and that almost every employer is looking for.

1. Communication Skills

[Communication](https://www.thebalance.com/communication-skills-list-2063737) is a skill that refers to your ability to both convey information to others and to listen. This skill includes oral and written communication.

Every student has some experience developing his or her communication skills. Have you given any class speeches or presentations?

Then you have developed your oral communication skills. Have you taken any courses involving writing? Then you have developed your communication skills.

Employers are always looking for employees with strong written and oral communication skills, so be sure to emphasize your communication experiences.

2. Dependable/Responsible

Employers are looking for teenagers who are mature, and whom they can rely on to show up on time and get the job done. Emphasize your responsible nature. Have there been times when you were given additional responsibilities (in work, school, or even sports) due to your dependable character? Include examples of these in your job application.

3. Quick Learner

Employers typically don’t expect high school students to know all the skills they need for a job right away. However, they will expect you to pick up new skills quickly. Emphasize times in the past that you picked up on a new skill or technique with ease.

4. Teamwork

Many jobs for high school students involve working on a team, whether as part of the wait staff for a restaurant or as a co-counselor at a summer camp. Include in your resume examples of times that you worked well as part of a team, such as a sports team, club, or music group.

5. Technology Skills

Employers are always looking for employees who are good with technology, and luckily, many high school students have that skill set. If you have any experience (either in school or through extracurricular activities) working on particular computer programs, or doing any other technology-related activities, include these. If you have a lot of these experiences, you might even create a “[Technology Skills](https://www.thebalance.com/tech-skills-for-resumes-a-z-list-2062489)” section on your resume.

Resume Skills Examples for High School Students

Here’s a list of basic skills you can include when writing your resume.

**A - E**

* Accuracy
* Cheerful
* [Customer Service](https://www.thebalance.com/customer-service-skills-list-2062380)
* Dependable
* Collaboration
* [Communication](https://www.thebalance.com/communication-skills-list-2063737)
* [Computer](https://www.thebalance.com/computer-skills-list-2063738)
* Courteous
* [Customer Service](https://www.thebalance.com/customer-service-skills-list-2062380)
* Dependable
* Energetic
* Enthusiastic

**F - M**

* Fast Worker
* Flexible
* Follow Instructions
* Friendly
* [Good Listener](https://www.thebalance.com/types-of-listening-skills-with-examples-2063759)
* Guest Services
* Hard Working
* Helpful
* Initiative
* Innovative
* [Interpersonal](https://www.thebalance.com/interpersonal-skills-list-2063724)
* Initiative
* Leadership
* Learn Quickly
* Math
* [Microsoft Office](https://www.thebalance.com/microsoft-office-skills-for-resumes-2062438)
* [Multitasking](https://www.thebalance.com/multitasking-skills-with-examples-2059692)

**N - Z**

* Organized
* People
* Positive Attitude
* Presentation
* Punctual
* Quick Learner
* Reading
* Reliable
* Research
* Responsible
* Role Model
* [Social Media](https://www.thebalance.com/social-media-skills-2063726)
* [Teamwork](https://www.thebalance.com/list-of-teamwork-skills-2063773)
* Technology
* Willing to Learn
* Writing
* Written Communications
* [Verbal Communication](https://www.thebalance.com/verbal-communication-skills-list-2059698)

Make a List of Your Skills

Make a list of what you have done in all your school and non-school activities, along with the skills you have learned or used in each of those roles.  Include those that are the closest match for what the company is seeking on your resume.

For example, if you’re applying for a job in a retail store, the hiring manager will be interested in knowing that you are dependable, reliable, accurate, and have interpersonal and communication skills.

For a part-time job where the schedule varies, you will need to be flexible and able to work a variety of different hours.

Check the Job Posting

A good way to find the skills you need for a job is to review the job requirements listed in the job posting. In many cases, it will be easy to determine what skills you need to be considered for the job.

For example, here’s a description for McDonald’s crew jobs:

*We're looking for hard working, enthusiastic individuals who want to be a part of a winning team. If you enjoy working with people and love to learn new things, we want to meet you. We offer flexible schedules and the opportunity to advance within our restaurants.*

Here are some of the skills you need to work at Starbucks:

* *Ability to learn quickly*
* *Ability to understand and carry out oral and written instructions and request clarification when needed*
* *Strong interpersonal skills*
* *Ability to work as part of a team*
* *Ability to build relationships*

Domino's Pizza is seeking:

* *Qualified customer service reps with personality and people skills.*

You will find the required skills and qualifications listed in the job posting for most jobs listed online. If they aren’t listed, review the requirements for similar jobs to help generate a list of applicable skills.

**More:**[How to Match Your Qualifications to a Job](https://www.thebalance.com/how-to-match-your-qualifications-to-a-job-2060941)

How to Include Skills in Your Resume

Your resume can include more than paid employment, so the best way to include your skills is to list your academic, school and extra-curricular activities on your resume.  Include the skills you have in the description of the position or activity, or in an “[Interest/Skills](https://www.thebalance.com/what-to-include-in-a-resume-skills-section-2063321)” section at the bottom of your resume. For example:

**Manatee High School Arts and Crafts Club**, Manatee, Florida  
*Vice President*

* Recruited club members using school newspaper, web site, Facebook, Twitter, and school Clubs Day.
* Composed a weekly email newsletter to club members.
* Designed and led weekly arts and crafts activities for 15 club members.

**Interests and Skills**

* Hometown Soccer League
* After-School Program Tutor
* Proficient in Spanish

**ADDITIONAL HEADERS IN RESUMES:**

Science Fairs

Research Projects

Tutor (could place under Volunteer section)

Honors (i.e., National Honor Society)