

Resume & Interview Tips for High School Students

It is important to have a well written resume to submit to potential employers and internship programs. A resume is a document that begins a conversation with a recruiter about who you are, where you have been, what you have learned, what you are capable of and where you are interested going.

In order to be chosen as the candidate of choice you must gather all the information necessary to create a resume.

You will need the following basic information to begin:

- Formal Name
- Address
- Telephone Number
- Email address (Publicly correct – make a new one if you have to)
- Name, City, and State of Schools
- Name, City, and State of Employer – Volunteer or Paid (If Applicable)
- Name, City, and State of Internships – Volunteer or Paid (If Applicable)
- Academic References
- Personal References

The resume will consist of the following sections

- Personal Information
- Objective
- Educational Background
- Technology
- Work History
- Extracurricular Involvement
- Reference

INTERVIEW SKILLS

The interview is the time when you are directly interacting with the employer. This is your opportunity to let them know why you are the best person for their company and how you plan on doing a great job. Important things to remember:

Proper attire
Strong hand shakes
Proper dialect
Be pleasant
Application information (names, telephone numbers, addresses, etc.)

Know why you want the job
Eye contact
Information on company
Clean copy of your resume

This is traditionally your first and last time to impress them with who you are. Take the time to prepare for an interview. The more prepared you are the more impressed the recruiter will be. Your first impression has to be a good one.

Davita N. Carpenter, President
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www.CLBManagement.com
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John Doe Jr.

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Anywhere, Maryland 21111

(410) 555-5555
JDJr@verizon.net

OBJECTIVE

To gain experience in the area of civil engineering where I can apply the academic studies gained through my matriculation in Aberdeen High School. To work closely with a mentor and learned the multiple aspects of the job and how it impacts the organization and the customers. To gain the soft skills necessary to succeed in business and building relationships during networking.

EDUCATION

*Aberdeen High School
Aberdeen, Maryland*

*June 2010
Career Path - Technology*

TECHNOLOGY/SOFTWARE

Excel
Word

Outlook
Publisher

PowerPoint

WORK EXPERIENCE

ABC Temps
Stock/Material Management

White Marsh, MD
June 2008 – Aug. 2008

Performed stocking and material management tasks through ABC Temps, an employment agency, for IKEA home furnishing store. Maintained proper documentation for shipment intake, delivery and warehouse placement. Coordinated with team members to ensure that the daily projects were completed effectively and efficiently.

EXTRACURRICULAR ACTIVITIES

Student Government
Chess Club
Little Brother and Sister Program
Soup Kitchen at Mt. Baptist Church

REFERENCE

Pastor Johnson
123 Praise Way, Baltimore, MD 21001

PJohnson@yahoo.com

443-555-1212

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