

# Teen Resume Worksheet

## Determine Your Skills, Talents, and Abilities

It takes time and a good set of eyes to proofread your resume. Before you start writing, gather your information. Begin by asking yourself some open-ended questions like...

- What are some of your favorite activities?
- What do people say that you do well?
- What are your best subjects at school and why?

## Detail Your Qualifications

Demonstrate your skills, talents and abilities with specific examples under Work History, Community Service and Skills in your resume.

- Focus on things you do well (example: Assisted house manager with scheduling)
- Quantify whenever possible (example: Discovered
- Use action verbs that will get you noticed (see sample list below)

addressed

approved

arranged

assigned

collected

compiled

consolidated

coordinated

corresponded

delegated

developed

directed

drafted

edited

generated

implemented

improved

increased

interpreted

moderated

monitored

motivated

negotiated

operated

organized

oversaw

persuaded

planned

prepared

prioritized

processed

produced

promoted

purchased

recommended

retrieved

reviewed

scheduled

spoke

strengthened

supervised

wrote

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## Contact Information

Name \_\_\_\_\_ (Capitalize first letter of first/last name)  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
Zip \_\_\_\_\_ Phone: \_\_\_\_\_ Email \_\_\_\_\_

## OBJECTIVE

*What is the purpose of this resume?*

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## SUMMARY OF QUALIFICATIONS

*What are some of your unique talents, strengths, and abilities? Summary should be brief list (up to five) of attributes that make you perfect candidate and shows your unique characteristics.*

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## EDUCATION

*List your educational experiences including schools, certifications and training.*

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## SKILLS

*List your skills – computer applications, languages, trade skills, anything to help you get hired.*

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## WORK HISTORY

List your work experience, including 2 to 4 examples of what you accomplished in each job. Include all work – full-time, part-time, summer and odd jobs. **List your most recent job first.**

*Most Recent*

Position held \_\_\_\_\_ Mo/Yr from \_\_\_\_\_ to \_\_\_\_\_

Company Name \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Responsibilities

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*Previous*

Position held \_\_\_\_\_ Mo/Yr from \_\_\_\_\_ to \_\_\_\_\_

Company Name \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Responsibilities

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*Previous*

Position held \_\_\_\_\_ Mo/Yr from \_\_\_\_\_ to \_\_\_\_\_

Company Name \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Responsibilities

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## COMMUNITY SERVICE

List any community service work that you have done, along with dates and names of organizations.

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# Teen Resume Worksheet

## ACTIVITIES & HONORS

List any sports or club involvement, honors or awards received – if none, delete this section.

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## List of References

If possible, use at least one previous supervisor or employer.

Name \_\_\_\_\_

Company \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Your relationship \_\_\_\_\_ (e.g. former employer, counselor)

How long known have they known you? \_\_\_\_\_

Name \_\_\_\_\_

Company \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Your relationship \_\_\_\_\_

How long known have they known you? \_\_\_\_\_

Name \_\_\_\_\_

Company \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Your relationship \_\_\_\_\_

How long known have they known you? \_\_\_\_\_

**Once you have written a draft of your resume, make sure to spell check and proofread. It is also a good idea to have a teacher and/or mentor give you feedback on your resume.**

**Remember that the information in this worksheet sheet can be used for filling out job application forms as well as creating your own personal resume. Be prepared for your interviews by having all of your information at hand when you apply for a job:**

- ✓ Resume or information worksheet
- ✓ List of References
- ✓ Driver's License or photo ID

# Teen Resume Worksheet

## IRA STUDENT

2833 W. 24<sup>th</sup> St. SW • DeLand, FL 32720  
386.555.3080 • Ira.Student@yahoo.com

### OBJECTIVE

Seeking part-time retail sales clerk/cashier position

### SUMMARY OF QUALIFICATIONS

- Customer-focused self-starter with proven client services skills
- Energetic achiever and communicator, with strong listening skills
- Quick learner, eager to learn and follow directions
- Excellent team player who thrives in teamwork situations
- Responsible and reliable, with record of professionalism

### EDUCATION

- High School Diploma, DeLand High School, DeLand, FL - expected May 2007

### SKILLS

- Customer relations, customer service
- Computer literate in both Windows and Macintosh platforms
- Working knowledge of Spanish and Italian

### WORK HISTORY

Bagger, *Publix Super Markets*, DeLand, FL - Summer 2006

- Prepared bagged groceries to customer specifications
- Assisted in loading groceries to customer vehicles
- Secured shopping carts and other key supplies
- Provided customer service to average of 60 customers per shift

Babysitter, *Suzie's Babysitting Services*, DeLand, FL - 2001 to present

- Maintain satisfied clientele of 10 families
- Provide quality care for children aged newborn to 12 years
- Manage all aspects of business

### COMMUNITY SERVICE

- Supplied 80 community-service hours to Woodlands retirement community, Jan-Feb 2006
- Donated more than 200 hours to DeLand Museum of Art, Fall 2005 and Spring, 2006
- Contributed 150+ volunteer hours to DeLand Museum Art Summer Camp, Summer 2005

### ACTIVITIES & HONORS

- Earned Varsity Letter, DeLand High Soccer Team, 2004-2006
- Achieved Honor Roll, DeLand High, 2005-2006
- Earned Certificate of Achievement for Outstanding Performance in Math on FCAT, 2005