

Your First Resume Starts Here



a guide for high school students

Six Star Resume Strategy was created to help people turn their experiences into clear, confident resumes. Many high school students believe they don't have enough experience to write a resume. In reality, school, activities, volunteering, sports, and everyday responsibilities all build valuable skills. The challenge isn't gaining experience. The challenge is learning how to recognize and communicate it.

Six Star Resume Strategy helps job seekers, like you, understand their strengths and translate those experiences into resumes that show employers what they can really do.



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Skills High School Students Already Possess

Many students feel they lack sufficient experience to craft a resume. However, the reality is that school, extracurricular activities, sports, volunteering, and daily responsibilities all foster valuable skills.

Employers seek more than just job experience; they value skills that demonstrate responsibility, teamwork, and a willingness to learn.

Here are some common skills that many high school students already utilize:

- Time Management
- Team Collaboration
- Following Instructions
- Problem Solving
- Communication
- Reliability
- Organization
- Technology Skills
- Adaptability
- Leadership
- Conflict Resolution
- Attention to Detail
- Initiative
- Multitasking

Your Turn

- Identify and circle five skills that you regularly utilize.
- Reflect on the contexts in which you apply these skills, such as in school, sports, volunteering, hobbies, or part-time employment.

1. _____

2. _____

3. _____

4. _____

5. _____

Transforming Everyday Activities into Resume Experience

Many students believe that resumes should only feature paid employment. However, everyday activities, such as school projects, sports, volunteering, and assisting at home, can effectively showcase skills like responsibility, teamwork, and leadership.

Helping With Family Businesses or Household Responsibilities

- Assisted with daily household operations by organizing schedules, completing tasks independently, and supporting family responsibilities.

Babysitting or Caring for Siblings

- Provided supervision and care for 3 children while maintaining a safe and structured environment.

School Projects and Group Assignments

- Collaborated with classmates to complete group projects, contributing research, organization, and presentation support.

Sports or Team Activities

- Participated in team athletics requiring discipline, collaboration, and commitment to shared goals.

Tutoring or Helping Classmates

- Assisted peers in understanding coursework by explaining concepts and supporting group learning.

Volunteering

- Supported community events by assisting with setup, coordination, and participant engagement.

- List 2 activities you have done.
- Write a sentence about a compliment you received while doing that activity.

1. _____

2. _____

Monthly Achievement Tracker

One of the most challenging aspects of crafting a resume is recalling your past experiences. Each month, take a moment to jot down an activity that showcased your responsibility, teamwork, leadership, or problem-solving skills.

This could stem from various areas such as school, sports, volunteering, part-time employment, or assisting at home.

MONTH	WHAT I DID	SKILLS I USED	FEEDBACK I RECEIVED
January			
February			
March			
April			
May			
June			

MONTH	WHAT I DID	SKILLS I USED	FEEDBACK I RECEIVED
July			
August			
Sept			
Oct			
Nov			
Dec			

Examples

What I Did: Helped a teacher organize materials for a class project

Skills I Used: Organization, Attention to Detail, Reliability

Compliment Received: “Thank you for keeping everything organized.”

Resume Bullet: Helped staff organize materials for a class project, using attention to detail to keep resources organized and accessible.

What I Did: Worked with a classmate to organize a school fundraiser

Skills I Used: Teamwork, Communication, Initiative

Compliment Received: “You did a great job getting everyone involved.”

Resume Bullet: Co-chaired Junior class fundraiser, getting 75% of students involved, using verbal and written communication styles to raise \$1000.

What I Did: Helped little sister complete homework

Skills I Used: Patience, Problem Solving

Compliment Received: “Now I will remember the 50 state capitals.”

Resume Bullet: Assisted younger student with homework by patiently explaining concepts, helping them understand and remember key information.

Building Your First Resume

Your first resume doesn't need to be complicated. Most first resumes simply organize your information into a few clear sections.

TYPICAL RESUME SECTIONS

Contact Information:

- Your first name and your last name. If you have a nickname, like "Mike" for "Michael" or "Betsy" for "Elizabeth", feel free to use that. Do not use nicknames like "babygirl" or "slugger"
- Phone Number
- Email Address. Use ones like "firstlastname@gmail.com" instead of "ihatepeople@abc.com"

Skills:

List 5–10 skills that describe your strengths.

Examples:

Teamwork • Communication • Organization • Reliability

Experience:

List your experience starting with your most recent. If you have concurrent experiences, list the one with the most responsibility first.

Include paid and unpaid experiences and activities.

- Jobs
- Volunteering
- Helping family members
- Participation in sports, school activities, community clubs
- School projects

Education:

Name of your school

Location (city and state) of school

Graduation (or expected) year

Your First Resume Is Just the Beginning!

Every experience you gain helps you build new skills. School projects, sports teams, volunteering, part-time jobs, and everyday responsibilities all teach valuable lessons that employers want to see.

The goal isn't to have the "perfect" resume. The goal is to learn how to recognize your strengths and communicate them clearly.

Keep tracking your experiences, paying attention to compliments you receive, and practicing how to turn those moments into resume statements.

You may be surprised how much you already have to offer.

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