My First Résumé

You may have more experience than you think. Start with what you already have.

A first résumé does not need a long work history. School, activities, volunteering, caregiving, projects, informal work, and skills can all help show what you bring.

How to use: Gather your information in Steps 1–2 and draft each résumé section in Steps 3–6. Then use the sample résumé and checklist at the end as your guide.

STEP 1 Gather your building blocks

School or training

School name, grade or degree, classes, certifications, training

Activities

Sports, clubs, church, robotics, student groups, community programs

Volunteer or service

Events, mentoring, helping at church, community service, fundraisers

Work or informal experience

Jobs, babysitting, lawn care, helping a family business, selling items

Skills

Communication, reliability, teamwork, technology, organization, problem solving

Achievements

Awards, leadership roles, recognition, strong attendance, completed projects

STEP 2 Pick what fits the opportunity

You do not need to put everything on every résumé. Circle or star the experiences and skills that best match the kind of job you want.

> **Try this:** Look at a job posting and underline 3–5 words that describe what the employer needs. Which of your building blocks connect to those words?

Build Your First Résumé

Use this page to draft each section before you type your final résumé.

STEP 3 Contact information

Use a phone number and email you check regularly. Keep your email address simple and professional.

Name _____ **City, State** _____

Phone _____ **Email** _____

STEP 4 Short introduction (optional)

One or two lines can introduce what you are looking for and what you bring. Keep it specific and honest.

> **Example:** Reliable high school student with strong teamwork and customer-service skills seeking a part-time opportunity to learn and contribute.

My introduction

_____

_____

STEP 5 Education or training

School or program _____

Expected graduation or completion date _____

Relevant coursework, training, or certifications _____

STEP 6 Experience, activities, or service

For each one, write what you did—not just the title. Start with an action word such as *helped*, *organized*, *led*, *built*, or *served*.

Experience 1

Role, activity, or organization _____

What I did _____

Skill or result _____

Experience 2

Role, activity, or organization _____

What I did _____

Skill or result _____

Experience 3

Role, activity, or organization _____

What I did _____

Skill or result _____

Put It Together

A simple first résumé can be one clean page. Keep it clear, relevant, and true.

SAMPLE

JORDAN TAYLOR

Florence, AL | 555-010-1234 | jordan.taylor@email.com

SUMMARY

Reliable student with strong teamwork, organization, and communication skills seeking a part-time customer-service opportunity.

EDUCATION

Central High School — Expected Graduation: May 2027
Relevant coursework: Business Essentials, Computer Applications

EXPERIENCE & ACTIVITIES

Youth Sports Volunteer — Community Recreation Program
- Helped set up equipment, welcomed families, and kept activity areas organized.
- Worked with adult volunteers to keep events running on schedule.

Family Childcare Support
- Provided dependable childcare for younger relatives and followed family routines.

SKILLS

Communication · Teamwork · Google Workspace · Organization · Reliability

STEP 7 Before you send it

- [ ] My contact information is correct.
- [ ] I used experiences that are true and relevant.
- [ ] I checked spelling and asked someone to proofread it.
- [ ] I left off private information, like my Social Security or bank account number.
- [ ] The résumé is easy to scan and uses consistent formatting.
- [ ] My bullets start with clear action words.
- [ ] I saved it with a clear file name, such as Jordan_Taylor_Resume.pdf.

NEXT STEP: Save a clean PDF copy and use the *Before You Apply* checklist before you submit it.

Up next: Resource 6 — Before You Apply: Job Search Quick Check

Educational resource only. Thrive Forward does not guarantee employment, interviews, or job placement.