

*Teresa George*

ADVENTURES AT WORK

# TEEN RESUME BUILDER KIT

ONE HOUR TO MORE MONEY, BETTER  
JOBS, SCHOLARSHIPS AND FUN!

**EVERY TEEN NEEDS A RESUME – EVEN IF  
THEY’RE NOT LOOKING FOR A JOB!**

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## Consider helping your teen/ college student with a resume.

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### They need you because you:

1. Have had more jobs.
2. Have more life experience.
3. Have a better idea of what a great resume looks like
4. Can better see how the teen's volunteer or job experience could relate and help frame it accordingly. (Also, see the Thinking Bigger...[Connecting the Dots](#) section)
6. Have perspective. (Even accomplished adults who've been in the job market for years sometimes struggle with what to put on a resume and need outside help.)
7. And, a good resume mean more money now, scholarships and an income spike for your teen that last for decades – which benefits you too!

# EVERY TEEN NEEDS A RESUME!

- If you're going to college but not working part-time, **YOU NEED A RESUME.** It's helpful addition for college admission and academic scholarships and can be submitted under "Other Materials".
- If you're going to college but wanting to get a part-time, temporary or school break gig, **YOU NEED A RESUME.**
- If you're looking to get a great college internship, then **YOU NEED A RESUME.**
- If you're not going to college, then **YOU NEED A RESUME.**
- If you're in high school and want to get a job for extra money, even a temporary gig, **YOU NEED A RESUME!**

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**EVERY TEEN NEEDS A RESUME!**

# MORE REASONS WHY EVERY TEEN NEEDS A RESUME



- Helps you keep track of your accomplishments and skills
- Helps you get better jobs and make more money
- Highlights your achievements in an easy way for others to see
- Makes applying for college easier
- Handy tool for teachers, counselors, family friends writing your college recommendation letters or job reference letters
- Looks impressive when applying for scholarships. Info at your fingertips!
- You'll stand out as more professional.
- Your resume will likely be your first impression. You'll send a resume in online, and they'll screen plenty of applicants out. So the resume is your first impression and needs to stand alone without you explaining it in person.

# BY WORKING A PART-TIME JOB...

## Did you know that...

- You could make 20% more money 6-9 years after graduation than their peers who didn't work?
- The positive effects of a part-time job in high school can linger decades later – up into your 40s and 50s.
- You're learning skills that will come in handy later – and that you don't get with extracurricular activities.
- But even if you don't have a part-time job, **YOU STILL NEED A RESUME!**



# TIPS TO BUILDING A GREAT RESUME

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**1. Be honest** about everything you put down – including education, jobs you did, facts and figures, organizations you joined. It's not worth losing your integrity and credibility. And your prospective boss will probably eventually find out anyway. Even if he or she doesn't, you'll have started off your working relationship in a lie.

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**2. Use facts and figures** when you can. **Be specific.** Instead of "Emailed friends and family" use "Developed MailChimp database for outreach to 50 households for my own lawn-care business."

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**3. Make it look professional**

We're here to help with some tools.

# SAMPLE RESUME

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✉ bo.jones@mail.com

☎ 012-345-6789

📍 Nashville, US

## SKILLS

Microsoft Office



Videography and Video Editing



Problem Solving



## LANGUAGES

English



Spanish



## INTERESTS

Music Production

Music Marketing

## Bo Jones

Student, Entrepreneur, and Prospective Employee

### EDUCATION

#### Study Program

Middlebrook High School - Graduation 2022

##### Courses

- Honors English, General Accounting, AP US History

### WORK EXPERIENCE

#### Entrepreneur

##### Mow Bo

2018 – Present

Nashville

*Started local lawn care company.*

##### Achievements/Tasks

- Use of customer service skills, time management, budgeting
- Created email list through MailChimp to do marketing outreach to over 50 families
- Maintained and repaired lawn equipment as needed

#### Tire Technician

##### ABC Discount Tire

02/2019 – Present

##### Achievements/Tasks

- Applied critical thinking, time management, and efficiency in the workplace skills
- Applied social skills and customer relation abilities
- Maintained shop and work area in a neat and organized condition in support of staff and customer safety

### ORGANIZATIONS

Member of Middlebrook Marching Band (2017 – Present)

### PERSONAL PROJECTS

#### Service Days

- Participate in service days within Nashville to help clean up areas of the city

### ACHIEVEMENTS

#### Dean's List (2018 – Present)

*3.75 cumulative GPA this current school year*

Creating a visually appealing resume can help you stand out against other resumes, and can create a great first impression to whoever is reading it.

[Click HERE to use this resume template on NovoResume](#), it's completely free.

Bo's resume is visually appealing, but it's still functional. Creating a resume with too much visual content can do more harm than good. The goal is to make the visual content complement the information, not overtake it.

# Some great things to include in your resume:



- Making the Honor Roll: GPA
- Excelling at a sport; being on a team
- Volunteer/Charity work
- Computer efficiency in PowerPoint, Word, Office, etc.
- Completing CPR, lifeguard or babysitting classes
- Organizing skills
- Babysitting
- Second language

- Special skills such as taking great videos or photos, computer skills (Just think what your teenager could teach some adults about smartphones, computers or social media.)
- Classes you've completed in school that provide certain skills (like video production, public speaking, basic accounting, language course, etc.)
- Voted by classmates or teachers for an award

**SKILLS**

Microsoft Office

● ● ● ● ○

Videography and Video Editing

● ● ● ● ●

Problem Solving

● ● ● ● ●

**LANGUAGES**

English

● ● ● ● ●

Spanish

● ● ● ○ ○

**INTERESTS**

Music Production

Music Marketing

Think bigger and connect the dots...



## Skills you've learned in one job (whether it was paid or not) can transfer to the next! But you have to call out those skills, so it's apparent.

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If you've worked in a tire store, but want to get a job at a restaurant, stress the customer service angle of the tire store and how you had to get tire orders correct the first time. Accurate orders and customer service are important at tire stores and restaurants too!

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### Ask yourself...what does the job I want and the gigs I've had have in common?

Then angle your resume to highlight those skills that would be suit the job you want. It's a good thing to have different highlights when applying for a different position!



Angling your interests is also a good way to show prospective employers that your interests align with the position that you are applying for.

# Examples of connecting the dots

You have more transferable skills than you think. Here are a few examples:

**Babysitting** – Valued for trustworthiness and responsibility; able to work in environment with little direct supervision; logistics and planning experience; ability to act quickly to avert a crisis.

**Working retail** – delivered great customer service, helped create engaging visual displays, proficiency with payment systems

**Working at a restaurant** – customer service including listening to customers desires and needs and offering suggestions; upselling patrons; handling customer complaints diplomatically

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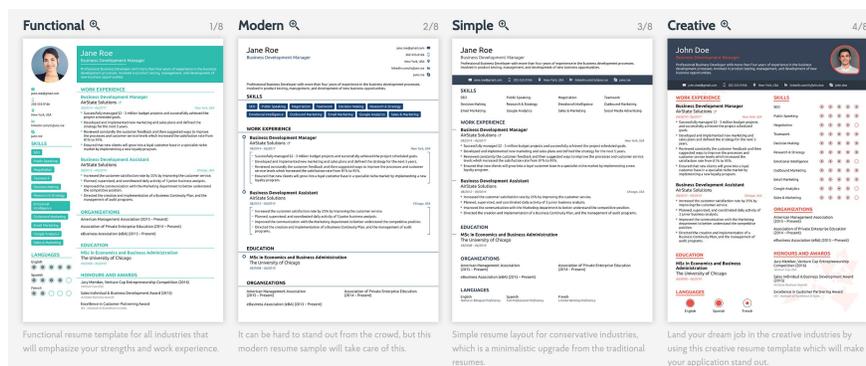
If you've been dog sitting but want to get a job as a nanny, show how dogs are a part of the family, so you have a proven track record taking care of beloved family members – even if they are the four-legged variety!

If you want to get a job in a sporting goods store, show how being on a sports team will make you knowledgeable about products. Also, since you've been part of a team and are used to being coached, you're open to constructive feedback and enjoy working collaboratively with others in a team environment.

# NOW IT'S TIME TO BUILD YOUR OWN

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**STEP 1** Pick a resume template. Simple, easy to edit. Make sure it's only one page. [Click HERE for tons of FREE Templates.](#)



**STEP 2** Begin putting down your info – These could be jobs you did on a one-time basis, for a week, a month or more. Include volunteer and paid jobs and extracurricular activities.

**STEP 3** Flesh out job descriptions. Need help on what to write? Go to [www.jobhero.com](http://www.jobhero.com) That's where you can find help in how to describe what you've done in previous jobs. (That's where we started with the tire repair job in the previous example.) Don't put something down just because Job Hero says it. Make sure that's what **you actually did**.

**STEP 4** Proof it. Once you've got your resume done, have a few people look over it and ask you questions about it. That will help flesh it out even more. They can also help you check for errors.

# Contact and Information



## Thank you for reading!

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For more information on building the perfect resume and other important information, visit <https://adventuresatwork.com>

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## Questions?

Reach out via email or on social media.

 [teresa@adventuresatwork.com](mailto:teresa@adventuresatwork.com)

 <https://www.facebook.com/adventuresatwork/>

