

# TeenResumeGuide



Mayor's Youth Council of Boston | Mayor Thomas M. Menino | [bostonyouthzone.com/myc](http://bostonyouthzone.com/myc)

**A resume is** an easy and organized way to present yourself to an employer. It tells the employer how to contact you, what prior jobs you have had, what special skills you have, volunteer and work experiences you've had and about your education. Basically, a resume provides insight into who you are and what type of employee you might be.

Another reason to have a resume is that when you are filling out applications for jobs, often you will need to have the full title of your former jobs, dates of employments, and names of former supervisors. If you bring a resume when you are searching for a job, it will make it much easier to fill out an application. Also, a resume is helpful to give to people when you ask them to write a recommendation so that they can include accurate details about your experiences.

## Additional Help

### Private Industry Council (PIC)

617-423-3755 | [bostonpic.org](http://bostonpic.org)

For Boston Public School students only. There is a PIC office in every high school that offers workshops and one-on-one assistance with finding jobs and internships.

### Youth workers, Teachers and Librarians

Youth workers at your local Boys & Girls Club or Community Center should be able to help you out, or refer you to someone who can. You can also ask a librarian at your local branch or a teacher at your school.

### Mayor's Youthline

617-635-2240 | [bostonyouthzone.com/myc](http://bostonyouthzone.com/myc)

The teen listeners, who answer calls to the Youthline, can answer questions about anything in this guide. You can also access "Job Tips for Teens" on the Mayor's Youth Council web site.

### JobNet

617-338-0809 | [bostonabcd.org/jobnet](http://bostonabcd.org/jobnet)

JobNet is a one-stop career center with a wide range of free services tailored to the needs of job seekers. They have lots of resources on resume writing and professional career counselors to help you out.

## What you should know before making your resume:

- **NEVER MAKE ANYTHING UP.** If you falsify prior jobs, employers can call the job you listed and find out if you worked there.
- Don't worry if it's short. In fact, **it shouldn't be more than a page long.**
- Make sure to **proofread**. Make sure there are no spelling or grammatical errors. It should tell a future employer that you would take the same care with a job as you did on your resume.
- **Have copies** in paper, on a flash drive, and on an email. You never know when an opportunity comes up.
- **Update it frequently:** add new clubs, activities and experiences as you are involved in them – it will be easier to remember the details then.
- Use your own **style**. Anyone can use a resume wizard; show that you know how to use a computer by creating your own format. Just make sure to use a font that is easy to read.
- Make it **easy to read:** keep it simple and follow the format.

# What goes into your resume?

- 1 Name & Contact Info
- 2 Education
- 3 Experience
- 4 Skills
- 5 Languages
- 6 Honors/Awards
- 7 Activities
- 8 References

## Your resume should play to your strengths!

It is important that you are aware of your strengths. So what are strengths? Strengths are great skills that you may have in a particular field. It can be your listening, communication, computer or writing skills. Emphasizing your strengths will separate you from the rest. If you don't know what your strengths are then the job you are applying for won't know either and they might pass you up. Agencies are looking for people that can bring great talent to the organization and you could be that person. For that reason, it is important that you identify and clarify your abilities onto your resume.

## Format, Format, Format!

Resume format refers to the way the content of the resume is organized. There are different styles you can use for a resume but it is key that there is consistency and clarity. It is good to keep your resume in chronological order and make sure everything is lined up correctly. Your resume should be easy to read and clear of mistakes. It's a good idea to have others look at your resume – they can offer advice and/or suggestions that you may have not thought about..

You can go with a traditional resume format or try more creative resume formats. The most important thing to remember is not to get carried away with resume formatting. The main function of your resume is to show a potential employer who you are. They want the cold hard facts.

## Extensions of your Resume

Just because your resume is the only thing *you* provide, it doesn't mean potential employers aren't doing their own research. If you have stuff on Facebook or MySpace that you don't want a potential boss to see, either delete it or make sure its private. Some other social networking sites like Formspring are completely public and searchable. Be sure that you are in control of your social media sites. They are your personal spaces, but also allow opportunities for an employer to gather information about you.

Extensions of your resume also include how you present yourself during an interview. Be sure that you arrive a few minutes early and are neatly dressed.

Do a little bit of research on where you are applying. If you can get a little bit of information about the organization you are better off. This can also help you identify strengths. If you know that a particular position requires a lot of organization and you are a good organizer or have done something relevant in the past you can be sure to highlight that in your resume. Do not miss an opportunity to market yourself!

## Name and Contact Info

This part is pretty straightforward (you know your name, right?)

Make your name big. *Really* big. It has to be the most memorable text on the paper.

Experiment with different formatting and different fonts (but keep it looking sleek). Although you want to make it memorable, make sure you use your space wisely.

As far as what to write, your first and last name should do. If you want to include your middle initial or your entire middle name, that's fine, but it isn't necessary.

Also include your address, home phone, cell phone, and email address. Make sure your voicemail greeting is appropriate. You should not have a ring back on your phone. Same goes for your email address ([firstname.last@byz.com](mailto:firstname.last@byz.com), not [bean\\_balla@byz.com](mailto:bean_balla@byz.com)).

Be sure to use an address where you are able to check the mail often. The same goes with your e-mail address. Make sure that you use an account that you check often or set up an account strictly for your job hunt.

<b>Tony Matthews</b> 123 South Boston Avenue South Boston, MA 02127 <a href="mailto:Tony.Matthews@byz.com">Tony.Matthews@byz.com</a>
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<b>Jessica Jones</b>	23 Charlestown Street Boston, MA 02129 Phone: (617)-635-2240 Email: <a href="mailto:jessjones@bostonyouthzone.com">jessjones@bostonyouthzone.com</a>
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<b>S</b> HAINA <b>G</b> OMES <a href="mailto:sgomes@byz.com">sgomes@byz.com</a>   370 Roxbury St Boston, MA 02121   617-000-0000
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## Education

Highlight what you know and where you learned it.

List your formal education here. Start with your most recent school and end with your earliest schooling. You do not have to go back beyond high school. There is no need to list your elementary or middle school (unless you are still in middle school).

You want to include the year you graduated or the expected date of graduation (you can also include the month).

<b>EDUCATION</b>	<b>Class of 2012</b>	<b>Youth Boston High</b>	<b>Boston, MA</b>
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<b>EDUCATION</b>	<b>Boston Youth Zone High School, Dorchester, MA</b>
	<b>Expected Graduation: 2012</b>

# Experience

A very crucial component of your resume. Spend most of your time perfecting this section.

This section is where you list *any activity* that helped you learn a new skill. An activity can be anything from a summer job to a volunteer project to babysitting for the neighbors.

You can order experiences:

*Chronologically* (most to least recent) to emphasize your progression

Or *functionally* (most relevant experiences first, or similar experiences grouped together) to emphasize a theme or type of experience.

Note the time period you were there. You can use whatever date format you want, just make sure you use the same one throughout your *entire resume*. Seriously, having inconsistent formats makes your resume look unclear, unorganized, and (worst of all) unprofessional.

Finally, for each experience, describe what you were responsible for or what you did. If you still hold the position, use present tense verbs; if not, use past tense verbs. ALSO SEE "INTEGRATE THESE ACTION WORDS"

<b>VOLUNTEER EXPERIENCE</b>		
09/09-5/10	Brian J. Honan Fellowship Fellow	Boston, MA
	<ul style="list-style-type: none"><li>• Developed leadership skills through workshops and event planning</li><li>• Worked collaboratively with other teenagers to develop a better understanding of government and community</li><li>• Tutored children with schoolwork and projects</li></ul>	

<b>Experience</b>	Artists For Humanity   Boston, MA 7/2011–6/2012
	Fashion Designer Design, draw, sew, and present clothing
	Graphic Design Artist Design, format, and silkscreen graphic art.

Jun 09 – Aug 10 Boston, MA	<b>Volunteer, African Community Center</b>
	<ul style="list-style-type: none"><li>- Planned activities and organized programming for students</li><li>- Evaluated youth programming and contributed new ideas</li><li>- Trained other youth volunteers and served as an interpreter</li></ul>

<b>EXPERIENCE</b>	<u>Youth Jobs Inc., Landscaper</u>	Summers 2010- present
	<ul style="list-style-type: none"><li>• Carried-out lawn care for several public parks</li><li>• Organized tools, materials and maintenance schedules</li><li>• Critiqued safety concerns for various sites</li><li>• Contributed to the creation of outdoor design layouts</li><li>• Attended weekly professionalism seminars</li></ul>	

## Skills

What can you bring to the table?

So you're a pretty good with Photoshop? Are you a trained workshop facilitator? Have you taken a few photography courses? Are you able to use Social Media to get the word out about your program's events? This is where you show those things off.

List any special talents you have that would be useful to your employer or indicate that you are unique. Include computer programs you know how to use, and give an estimate of your knowledge of each program.

<b>Skills</b>	<b>Technology</b>	Illustrator, Microsoft Office, InDesign, Excel, Outlook, Soundslides Plus, PowerPoint, Lexis Nexis research database
	<b>Traditional</b>	Public Speaking, Writing, AP writing style
	<b>Fashion</b>	Sewing, Pattern design, Clothing design,

<b>Skills</b>	Computers: Microsoft Word, Microsoft Excel, Microsoft Power Point, and Adobe Photoshop. Languages: Fluent in written and spoken Swahili and Somali.
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## Languages

This is where those four years of French class pay off.

Another straightforward section: List any modern languages you know and tell how well you know them.

Be sure to be honest. If you've only taken one year of Mandarin, you might not want to say you're fluent. Some jobs rely heavily on bilingual staff and getting caught in that lie is not only embarrassing, but could possibly cost you your job.

Language: Knowledgeable in Spanish (2 years of study)

Languages: Fluent in written and spoken Swahili and Somali.

## Honors/Awards

Recognizing your recognitions.

And yet another straightforward section. All you need is the name of the award and the date you received it.

### HONORS AND AWARDS

School Spirit award – 2010, Junior Varsity Football MVP Award - 2010

No description is necessary, but if you have a lot of extra space on your resume, a short phrase describing the award wouldn't hurt.

**HONORS** Boston Youth Zone Poster Competition Finalist - 2009; Read Your Way to Fenway Recipient, Boston Public Library - 2010;

## Activities

Tell us about yourself.

Let your employers know you are active in other communities, not just work and school. Many employers like to see a well-rounded individual.

**COMMUNITY** Friends Soup Kitchen; Youth Boston Task Force

You can use a format similar to what you did with your "Experience" section with out the tasks part, or you just list the activity and your role.

### Activities

Boston Appearance Fashion Blogger | 7/2010-present  
Teen Fashion, Fashionably Fierce Show | 2010  
Boston High School Fashion Club | 9/2010-present  
Member/ Fashion Designer

## References

Having someone to back you up.

When applying for a job, it is likely that the employer will ask for and contact your references. A reference is someone who will testify that you are a good person for a job. Write this at the bottom if someone *has agreed* to serve as a reference for you.

**REFERENCES** Joseph Johnson  
Youth Coordinator, Youth Jobs Inc.  
[jjohnson@yji.org](mailto:jjohnson@yji.org)  
(617) 000 - 5555

Your reference can be a former employer, supervisor, teacher, coach, youth worker, mentor, etc. Make sure you have all usual info for your references: full name, phone number, email address and organization. If you are not comfortable or ready to offer references, you can let your employer know that you can offer references if they require them.

**References Available Upon Request**

# Integrate these Action Words

accepted	attained	compared	defined	expanded	individualized	mediated	presented	researched	suggested
accommodated	audited	competed	delegated	expedited	influenced	merged	prevented	reserved	summarized
accomplished	authorized	compiled	demonstrated	experimented	informed	minimized	prioritized	resolved	supervised
accounted for	balanced	composed	designed	explained	initiated	modeled	processed	responded	supplied
achieved	began	computed	detected	explored	inspected	moderated	produced	restored	supported
acquired	blogged	condensed	determined	expressed	installed	modified	programmed	reviewed	surveyed
acted	branded	conducted	developed	fabricated	instilled	monitored	projected	revised	systematized
adapted	brought	conferred	devised	facilitated	instituted	motivated	promoted	revitalized	taught
added	budgeted	connected	directed	familiarized	instructed	navigated	proposed	routed	terminated
addressed	built	conserved	discovered	featured	insured	negotiated	provided	scheduled	tested
adjusted	calculated	considered	discussed	filed	integrated	networked	publicized	screened	trained
administered	campaigned	consolidated	dispatched	focused	interacted	observed	published	searched	transcribed
adopted	cared for	constructed	displayed	forecasted	interpreted	obtained	purchased	secured	translated
advertised	carried out	consulted	distributed	formatted	intervened	offered	qualified	selected	transmitted
advised	catalogued	contacted	drafted	formed	interviewed	operated	raised	separated	tutored
advocated	categorized	contracted	drew	formulated	integrated	optimized	ran	set goals	updated
affirmed	centralized	contributed	edited	founded	introduced	ordered	recommended	set up	upgraded
aided	chaired	controlled	educated	furnished	invented	organized	reconciled	shadowed	uploaded
alerted	challenged	converted	eliminated	furthered	investigated	originated	recorded	shaped	used
allocated	changed	conveyed	emphasized	gathered	involved	outlined	recruited	simplified	utilized
amended	checked	convinced	employed	generated	joined	outreached	reduced	simulated	validated
analyzed	clarified	cooperated	enabled	guided	judged	overhauled	referred	solicited	verified
answered	classified	coordinated	encouraged	handled	launched	oversaw	registered	solved	volunteered
applied	cleared	corrected	enforced	headed	learned	participated	regulated	specialized	wrote
appointed	closed	corresponded	engineered	helped	lectured	performed	rehabilitated	specified	
appraised	coached	counseled	enhanced	hired	led	personalized	reinforced	spoke	
approved	coded	crafted	enlisted	hosted	listened	persuaded	remodeled	staffed	
arranged	collaborated	created	ensured	identified	located	petitioned	removed	standardized	
articulated	collated	critiqued	established	illustrated	logged	photographed	reorganized	stimulated	
assembled	collected	cultivated	estimated	implemented	maintained	planned	repaired	streamlined	
assessed	combined	customized	evaluated	improved	managed	played	replaced	strengthened	
assigned	comforted	debated	examined	incorporated	marketed	posted	reported	studied	
assisted	communicated	decided	executed	increased	measured	prepared	represented	submitted	



# Sample Resumes

## Jessica Jones

23 Charlestown Street Boston, MA 02129  
Phone: (617)-635-2240  
Email: [jessjones@bostonyouthzone.com](mailto:jessjones@bostonyouthzone.com)

### Education

Boston Youth Zone High School Class of 2011

### Skills

Computers: Microsoft Word, Microsoft Excel, Microsoft Power Point, and Adobe Photoshop.

Languages: Fluent in written and spoken Swahili and Somali.

### Volunteer Experience

- Mar 09 - Present  
Boston, MA **Junior Counselor, Church of Boston**
- Assist with service preparation
  - Offer childcare services to families with young children
- Apr 10 - Present  
South End, MA **Youth Representative, Environment Council**
- Outreach to and network with youth programs and facilities
  - Learn about community issues from peers
  - Communicate teen marketing strategies for an environment campaign
- Jun 09 - Aug 10  
Boston, MA **Volunteer, African Community Center**
- Planned activities and organized programming for students
  - Evaluated youth programming and contributed new ideas
  - Trained other youth volunteers and served as an interpreter
- Jul 09 - Aug 09  
Roxbury, MA **Youth Staff, Fitness initiative**
- Created engaging fitness routines
  - Modified existing activity guidelines
  - Taught youth about sportsmanship, loyalty, and perseverance.
- Sep 08 - Jan 09  
Boston, MA **Youth Volunteer, Child Development Center**
- Recruited teens for the structured youth programs
  - Participated in workshops on youth development
  - Managed the greeting desk

### Work Experience

- Sept 09 - Present  
Boston, MA **Clerk, Boston Grocery Mart**
- Assisted customers at check out
  - Filed credit receipts and special payments
  - Handled funds and provided a daily register summary

References Available Upon Request

## Mason Lee

123 Jamaica Plain Lane Apt. #, Boston MA 0130  
Home Phone: 617-000-0000 | Cell Phone: 857-000-000 | [mlee@byz.com](mailto:mlee@byz.com)

### EDUCATION

Class of 2012 Youth Boston High Boston, MA

### WORK EXPERIENCE

- 6/10- Present Boston MA  
**Boston Youth Company  
Intern-Constituent Services**
- Fielded and appropriately responded to constituent calls
  - Composed responses to correspondence
  - Assisted the director at community open house events
- 7/09-5/10 Boston, MA  
**Office of the Teen Council  
Intern**
- Logged phone calls and messages into a database
  - Filed and sorted documents

### VOLUNTEER EXPERIENCE

- 09/09-5/10 Boston, MA  
**Brian J. Honan Fellowship  
Fellow**
- Developed leadership skills through workshops and event planning
  - Worked collaboratively with other teenagers to develop a better understanding of government and community
  - Tutored children with schoolwork and projects

### SKILLS

Computer: Proficient in Internet Explorer, Microsoft Word, Outlook, Excel, and PowerPoint  
Language: Knowledgeable in Spanish (2 years of study)  
Other: Responsible, Efficient, and Team Player

### HONORS AND AWARDS

School Spirit award - 2010, Junior Varsity Football MVP Award - 2010



## Tony Matthews

123 South Boston Avenue  
South Boston, MA 02127  
617-555-0123  
Tony.Matthews@byz.com

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**EDUCATION** Boston Youth Zone High School, Dorchester, MA  
Expected Graduation: 2012

**EXPERIENCE** Youth Jobs Inc., Landscaper Summers 2010- present

- Carried-out lawn care for several public parks
- Organized tools, materials and maintenance schedules
- Critiqued safety concerns for various sites
- Contributed to the creation of outdoor design layouts
- Attended weekly professionalism seminars

Fashion Club, Secretary November 2010 – Present

- Attended meetings and prepared minutes to be distributed to all members
- Coordinated a facebook fan page to share information to club members and the school community
- Contribute to an annual fashion show for the student body

BYZ Community Center October 2009- August 2010

- Tutored in math for grades 1-8
- Managed office and staff schedules to ensure proper coverage
- Served as a liaison between parents, employees and tutors

**COMMUNITY** Friends Soup Kitchen; Youth Boston Task Force

**SKILLS** Proficient in Microsoft Office and Internet Research  
Honors in Math and English

**HONORS** Boston Youth Zone Poster Competition Finalist - 2009; Read Your Way to Fenway Recipient, Boston Public Library - 2010;

**REFERENCES** Joseph Johnson  
Youth Coordinator, Youth Jobs Inc.  
[jjohnson@yj.org](mailto:jjohnson@yj.org)  
(617) 000 - 5555

## S HAINA G OMES

sgomes@byz.com | 370 Roxbury St Boston, MA 02121 | 617-000-0000

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### Experience

**Artists For Humanity** | Boston, MA 7/2011–6/2012  
Fashion Designer  
Design, draw, sew, and present clothing  
Graphic Design Artist  
Design, format, and silkscreen graphic art.

**Teen Voices Magazine** | Boston, MA 7/2010–6/2011  
Peer Leader  
Recruit, hire and train teen editors.  
Support and manage a group of teens.

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### Activities

Boston Appearance Fashion Blogger | 7/2010- present  
Teen Fashion, Fashionably Fierce Show | 2010  
Boston High School Fashion Club | 9/2010- present  
Member/ Fashion Designer

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### Skills

**Technology** Illustrator, Microsoft Office, InDesign, Excel, Outlook, Soundslides Plus, PowerPoint, Lexis Nexis research database

**Traditional** Public Speaking, Writing, AP writing style  
**Fashion** Sewing, Pattern design, Clothing design.

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### Honors

Boston Reading Contest | Finalist | 2011  
Teen Arts Contest | Second Prize | 2011  
Teen Voices 2010 Teen Activist of the Year Award | 5/2010

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### Education

Boston High School | Boston, MA 6/2012 (expected)