Resume Tips for Youth

Follow these tips when preparing your resume

- Prioritize the content of your resume to best fit the position you are applying for
- Use a 1" margin on top and sides
- Keep your formatting consistent
- Use an easy to read font such as Times New Roman, Ariel, or Calibri, 11-12 point
- Put your name in bold first, by itself
- Use a professional email address that includes your name (jane.doe@gmail.com)
- Organize your resume leading with your most job-relevant experience and/or education
- Include ALL of your experiences! Nothing is insignificant! This includes all jobs of any kind, volunteering, leadership and membership roles within sports/clubs
- Start each phrase with a past-tense action verb
- Use bullet points for phrases
- Use job-related keywords toward the top, close to the left (when the eye scans)
- **Repeat key words from the job description**
- Focus on accomplishments and measurable results: Dollar amounts, amount of people, percentages, benefit to the employer
- Include education and relevant classes if applicable
- Layout should be pleasing to the eye; keep the ratio of white space to text balanced
- Keep it to 1 page
- Fix typos and grammatical errors: Use spell check, proofread from a hard copy, have others proofread, then proofread again out loud before sending

Do NOT include on your resume

- Fancy fonts, colored ink, photos/pictures
- First-person pronouns (I, me, my, myself)
- Parenthesis around phone numbers
- Do not include any details regarding the following protected classes: age, race, gender, religion, national origin, sexual orientation, or disability status
- Abbreviations and acronyms, unless they are commonly recognized
- Paragraphs to describe job duties (use bullets)
- The phrase: Responsibilities included: and a list of everything you did
- List of your references-this belongs on a separate page
- The phrase "References available upon request"