

RESUMÉ GUIDE FOR STUDENTS

General Resume Guidelines

- Keep it to one page
- Use consistent fonts and formatting
- Minimal paragraphs — use bullet points
- Proofread carefully (have someone else proofread it too!)
- Tailor it to the opportunity
- Don't include references or "references available upon request" on your resume
- Don't include any pictures or graphics
- Don't use tables or text boxes to format your resume (they are not read by Applicant Tracking Systems)

Resume Sections

Header / Contact Information

What to Include:

- Full Name (slightly larger font)
 - Phone Number (be sure you have a professional voicemail set up)
 - Professional Email Address
 - City, State, Zip Code (do not include full home address)
 - Optional: LinkedIn or Digital Portfolio link (only include if updated and relevant)
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Summary

What It Is:

2–4 sentences at the top highlighting goals, strengths, and interest area.

What to Include:

- 2–3 strong, specific professional strengths (avoid generic phrases like "hardworking")
Examples: dependable team member, strong communicator, detail-oriented problem solver
- Relevant technical skills, certifications, or areas of knowledge
Examples: medical terminology, Microsoft Excel, cash handling, customer service, CAD software
- Type of role you're seeking and/or career direction. Show how the position aligns with your long-term goals.
Example: Seeking an entry-level healthcare role to build clinical experience while pursuing a nursing degree.

What NOT to Include:

- I/me statements (for example: "I am a strong communicator")
- Don't only talk about your objective or what type of role you are seeking. (Instead, focus on what you are bringing to the table for the employer)

Example:

Motivated high school student interested in exploring careers in healthcare. Demonstrates strong communication skills, responsibility, and willingness to learn. Seeking a job shadow opportunity to gain real-world exposure and professional insight.

Education

What to Include:

- High School Name spelled out, not abbreviated
- Expected Graduation Date (you can drop the word “Expected” after you graduate)
- GPA (if 3.0+)
- Relevant Coursework and Projects (if related to goal)
 - This is a great section to utilize if you don’t have related experience just yet

Examples of Relevant Coursework:

- Biology
- Anatomy & Physiology
- Health Science
- Medical Terminology
- Chemistry
- Psychology

Project Examples:

- Research project on cardiovascular disease
- Public health awareness presentation
- Science fair project related to human biology

Experience

This can include jobs, volunteer work, internships, job shadows, babysitting, or leadership roles. Be sure to clearly communicate which type of role it was.

Format:

JOB TITLE | Date Range

Employer – City, State

- Start each bullet with an action verb
- Focus on responsibilities and skills gained
- Use present tense for current roles, past tense for previous roles

Strong Action Verb Examples:

Assisted, Organized, Collaborated, Communicated, Supported, Managed, Demonstrated, Provided, Maintained (Avoid “Helped” and “Responsible for”)

Tip: Even unrelated jobs in fast food or retail help you build strong transferrable soft/professional skills such as: communication, teamwork, time management, customer service, and professionalism.

Skills

Keep this section simple and relevant.

Hard/Technical Skills Examples:

- CPR/First Aid (if certified)
- Microsoft Office or Google Workspace
- Basic medical terminology
- Bilingual abilities

Soft/Professional Skills Examples:

- Communication
- Teamwork
- Time management
- Attention to detail
- Dependability

Tip: Avoid overused phrases like “hard worker” or “Team Player” unless supported by examples in experience. Also avoid basic expectations like “shows up on time.”

Quick Ideas for Other Headers (Optional Sections)

Students don’t need all of these — only include if relevant:

- Volunteer Experience (if you want to separate it from your work experience)
- Leadership Experience
- Certifications
- Extracurricular Activities or Organization Involvement
- Honors & Awards
- Job Shadow Experience
- Professional Development or Trainings

