Resume Kit: Sample Resume

Here is a resume for a high school student. Use it as a model when you build your own on the next page.

Jane Smith

123 Main Street, Newark, NJ 07102 · (555) 555-0123 · jane.smith@example.com

SKILLS

Responsible high school student with skills in:

- **Communication:** greet families and answer their questions at pickup
- **Teamwork:** built a robot with a team of five for a state contest
- **Technology:** use Google Docs and Excel to keep daily reports

EXPERIENCE

Child Care Assistant, Bright Path Child Care, Newark, NJ June 2025 – now
Help in the toddler room to keep children safe and happy.

Volunteer, Community Food Pantry, Newark, NJ Sept. 2024 – now
Sort donations and pack food boxes for families.

EDUCATION

Maple Street High School, Newark, NJ Graduating June 2027
Honor Roll, Robotics Club, Choir, Drama Club

Contact information
Your name, address, phone number and an email address that sounds professional.

Skills
Three skills an employer wants, with a short example of each.

Experience
Jobs and volunteer work. Put the most recent first. Use action words: helped, led, organized.

Education
Your school, when you will graduate, and clubs, teams or awards.

Resume checklist

- ☐ It fits on one page.
- ☐ The most recent experience is first.
- ☐ There are no spelling mistakes.
- ☐ My contact information is correct.
- ☐ Dates are clear for every job.
- ☐ Someone I trust has read it.

Action words to describe what you did

helped	led	organized	planned	served	built
cleaned	taught	sold	fixed	tracked	greeted
cared for	stocked	answered	created	trained	delivered

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Resume Kit: Build Your Resume

Fill in each section. Then type it up using the sample as a model.

Contact information

Name

Address

Phone

Email

Skills (choose 3 and give an example of each)

1.

2.

3.

Experience (jobs, volunteer work, helping at home or in your community)

Job title

Place and town

Start date

End date (or “now”)

What I did

Job title

Place and town

Start date

End date (or “now”)

What I did

Education

School and town

Graduation date

Clubs, teams, awards

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Resume Kit: Write a Cover Letter

A cover letter goes with your resume. It tells the employer which job you want and why you are a good fit.

Jane Smith
123 Main Street, Newark, NJ 07102

March 2, 2026

Ms. Alexandra Jones, Hiring Manager
Green Hill Preschool, Newark, NJ 07102

Dear Ms. Jones,

I am excited to apply for the Assistant Preschool Teacher job I saw on my school's job board.

I have worked with children since last June, and I love it. I am a child care assistant in the toddler room at Bright Path Child Care, and I volunteer at a community food pantry. I am patient and caring, and I can fill out daily reports on the computer. My resume is included.

I would welcome the chance to meet for an interview. Thank you for your time. I look forward to hearing from you.

Sincerely,
Jane Smith

Part 1
Say which job you want and where you saw it.

Part 2
Tell them your skills and experience. Use words from the job posting.

Part 3
Thank them and ask for an interview.

Plan your letter

Job I want _____ Where I saw it _____

Employer's name _____ Person to write to _____

Part 1: My first sentence

_____

Part 2: My skills and experience that fit this job

_____

_____

Words from the job posting I will use

Part 3: How I will close

_____

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