

Resume Guide

Middle School Edition



Middle School Resume Guide

Middle school is a great time to start creating a resume. If you haven't already, you'll soon have many opportunities to apply for leadership positions, opportunities to attend conferences, awards, membership in some high school organizations or maybe even a job. Resumes are a way of building a record of our experiences, skills we've learned, our education and training and even the way we've volunteered to serve others.

This activity will lead you through the process of building your resume. It will change many times as you get older, and this will be a good foundation for future versions. Grab a copy of the example resume to reference as you work through answering these questions. At the end of this guide, you will be able to directly take this information and put it into a resume template!

Contact Information

This is the first section anyone sees at the beginning of your resume. It provides basic contact information so potential employers or organizations can easily reach you. List your contact information below:

Name _____

Address _____ /State _____ /ZIP _____

Phone Number _____ Email _____

Objective

The next section in many resumes is the objective. It states your goal for creating the resume, and what you hope to achieve. On the example resume, you will notice that Susy Skills is applying for an internship at SkillsUSA. Take a moment and think about what type of experience you hope to apply for in the future. Ask your teacher for help if you are not sure what to write. Fill in the objective below:

Personal Objective: To gain valuable experience and learn skills through _____.

Education

This section lists your current school and graduation year. In the future, you'll replace your middle school information with your high school information. And then later still, you'll replace your high school information with your postsecondary training. Fill out the information below to reflect your current experience:

Name of Middle School _____

City _____ /State _____ /ZIP _____

Expected Middle School Graduation Month _____ Year _____

School and Community Activities

This section is where you can show the things you're involved in beyond the classroom! Think about school clubs, sports, volunteering, church groups, after-school programs, or anything you do that helps you grow and learn new skills. List your current activities and any special roles you've taken on.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Skills

Listing your skills can help potential employers or organizations understand how you can contribute and what you are capable of. It's good to list tangible, technical skills, and employers continue to emphasize the need for employees to demonstrate SkillsUSA Framework skills such as:

- **Responsibility: showing up on-time**
- **Professionalism: dressing appropriately**
- **Teamwork: working well with others**

The SkillsUSA Framework reflects these important employability skills that are sometimes difficult to describe and the Essential Elements (skills) listed in the Framework can be used as a common language to identify which skills you have developed. Take the [Essential Elements Assessment](#) online via this link (or [download a MSWord doc here](#)) to identify what are your top strengths.

Write down your top three below:

1. _____
2. _____
3. _____



Community Service

Volunteering and being involved in your community shows your commitment to helping others and shows you have gained valuable experiences outside of your school classes. Take a moment and think about these questions:

- Have you volunteered for any community events or organizations with your family?
- Have you helped any of your school or community organizations complete service projects that helped your community?

List any community activities or volunteering you have done below. Include the year you completed this and a brief sentence about what you did. It will be even better if you can list any skills from the SkillsUSA Framework that you learned while you were completing the activities and projects.

1. Name of Community Activity _____
1. Year Completed _____
1. What you Did and What you Learned _____

2. Name of Community Activity _____
2. Year Completed _____
2. What you Did and What you Learned _____

3. Name of Community Activity _____
3. Year Completed _____
3. What you Did and What you Learned _____

Putting It All Together

Now you're ready to create your resume. Ask your teacher to give you access to the resume template. Replace everything in red with the information you identified above. Remember to change the text color to black when you're done.

Example resume:

Susy Skills

111 SkillsUSA Way, Skillstown, VA 12345
(123) 456-7890
susy.skills@gmail.com

Objective

To gain valuable experience and learn skills through the SkillsUSA internship.

Education

- Skillstown Middle School, Virginia
- Expected graduation: May 2025

School and Community Activities

- SkillsUSA
- Robotics Club
- Soccer Team
- Middle School Mentorship Program
- Skillstown Youth Center Program

Skills

- Communication
- Computer and Technology Literacy
- Planning, Organizing and Management
- Teamwork
- Work Ethic

Community Service

Through these experiences I grew in my planning, organizing and management skills and my teamwork skills as well as communication and work ethic:

- SkillsUSA National Week of Service (add dates)
Conducted a trash pickup around the hospital; 27 students helped for two hours
- Meals on Wheels (add dates)
Delivered meals and learned to communicate with senior citizens
- SkillsUSA National Week of Service (add dates)
Painted flowerpots in downtown retail area for the Beautify Downtown committee
- Library Tutoring Program (add dates)
Planned and delivered tutoring sessions to tutor elementary students in math