

Student Resume & Cover Letter Guide



WHAT IS A RESUME?

A resume is a document where you highlight your education, experience, skills, and other professional qualifications to communicate why you are a great candidate for a volunteer position, internship, or job. Your resume is a great opportunity to showcase why an organization should hire you and you should customize the document based on the position you are applying for.

RESUME COMPONENTS

CONTACT INFORMATION

- Include your name, cell phone number, and a professional email address.
- Typically, this information is centered on the page and appears at the top of the resume.

SUMMARY

- Briefly highlight who you are and why you would have a positive impact.
- A summary is optional and should be specific! “Goal-oriented, motivated, organized leader” is not a helpful summary.

EDUCATION

- List your academy, high school, and cumulative GPA (if 80% or higher). Do not list elementary or middle schools.
- List courses relevant to the internship or job to which you are applying.

EXPERIENCE

- Begin with your most recent position first and work backwards (reverse chronological order).
- Include company name with city and state, position title, description of duties, skills used, accomplishments/results, and dates of employment.
- Use action verbs to describe your tasks and results (see list on next page).
- Use past tense action words if describing a position held in the past.

ACTIVITIES / LEADERSHIP / COMMUNITY SERVICE

- List organization, position/office held, and dates to note when you were involved in an activity.
- If desired, use bullet points to highlight key activities and accomplishments.

AWARDS & HONORS

- You can list awards and honors in the Education section or in a separate section like this.
- List name or title of achievement/honor/award/scholarship.
- If desired, list date achieved, and/or how the award was won (like academic performance or commitment to community service).

SKILLS & CERTIFICATIONS

- List software and hardware used and other relevant computer skills.
- List if applicable – language fluency or other special abilities (you can label this section “Language Skills” if that is the only skill you list here).
- List any certifications and the date(s) you earned them (CPR, financial planning, etc.).

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FOCUS ON CLARITY, DETAIL, & LANGUAGE

Clarity

- Use bullet points to highlight accomplishments.
- Include information that will highlight your skills and cause your resume to stand out from others.
- Include only information pertinent to the job for which you are applying.

Detail

- Describe specific responsibilities and highlight accomplishments.
- Support all accomplishments with specific results. Try to quantify and describe your accomplishments wherever possible.

Language

- Use action verbs at the start of each bullet point (for example, Implemented new tracking system for inventory).
- Avoid using "I" statements. It is standard not to use complete sentences to describe accomplishments. So, instead of using "I created a program", use "Created a program"
- Write out numbers from one through nine; use numerals for 10 and up
- Abbreviations are inappropriate except when widely recognized as being professional.

ACTION VERB EXAMPLES

Management Skills:	administered, assigned, chaired, consolidated, contracted, coordinated, delegated, developed, directed, evaluated, improved, increased, organized, oversaw, planned, prioritized, produced, recommended, reviewed, scheduled, strengthened, supervised
Communication Skills:	addressed, arbitrated, arranged, authored, collaborated, convinced, corresponded, developed, directed, drafted, edited, enlisted, formulated, influenced, interpreted, lectured, mediated, moderated, negotiated, persuaded, promoted, publicized, reconciled, recruited, translated
Research Skills:	clarified, collected, critiqued, diagnosed, evaluated, examined, extracted, identified, inspected, interpreted, interviewed, investigated, organized, reviewed, summarized, surveyed
Technical Skills:	assembled, built, calculated, computed, designed, devised, engineered, maintained, operated, overhauled, programmed, remodeled, repaired, upgraded
Financial Skills:	administered, allocated, analyzed, appraised, audited, balanced, budgeted, calculated, computed, developed, forecasted, managed, marketed, planned, projected, researched



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ACTION VERB EXAMPLES (cont.)

Creative Skills:	acted, conceptualized, created, customized, designed, directed, established, fashioned, founded, illustrated, initiated, instituted, integrated, introduced originated, performed, planned, revitalized, shaped
Assistance Skills:	assessed, assisted, clarified, coached, counseled, demonstrated, diagnosed, educated, expedited, facilitated, familiarized, guided, motivated, referred, rehabilitated, represented
Detail Skills:	approved, arranged, classified, collected, compiled, executed, generated, implemented, inspected, monitored, operated, organized, prepared, processed, purchased, recorded, screened, specified, tabulated, validated
Accomplishments:	achieved, expanded, improved, pioneered, reduced, resolved, restored, transformed

FORMAT & STYLE

- Keep the length to one page, easy to read, and visually appealing.
- Use standard 8.5" x 11" white paper if printing.
- Use standard fonts, color, font size (11pt), and margins (should be 1").
- Check spelling and grammar.
- Save the file as a PDF if submitting the resume electronically.

REVIEW YOUR RESUME

- Check, and then double check, the spelling and grammar on your resume. When you submit your resume to a potential employer, it should be "squeaky clean." A small oversight, such as a missed period or misspelled word, will stand out to your employer. Employers may see these errors as an indication that the candidate does not pay attention to detail.
- Ask someone you trust to proofread your resume. Ideally, the person will have some experience creating resumes and can not only check for spelling and grammar errors but can also offer suggestions about how you present your accomplishments. You may wish to show the person the resume review checklist to use it as a guide to make sure that you've covered all the important topics.

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SAMPLE RESUME 1

Access editable version

SKYE MARTINEZ

skvemartinez@gmail.com • (281) 555-0098

SUMMARY

11th grade honor student with computer programming experience and multiple Microsoft certifications

EDUCATION

Springfield Academy of Information Technology, Springfield, IL

Anticipated Graduation: June 2026

GPA: 3.5

Awards & Honors: Outstanding IT Student (2023), Honor Roll (September 2022-present)

Relevant Coursework: Principles of IT, Introduction to Programming, Computer Systems

EXPERIENCE

Verizon, New York, NY

Intern (virtual)

May – August 2023

- Completed project on how A.I. and machine learning could be used for customer support
- Attended IT team and staff meetings

Target, Springfield, IL

September 2022 – present

Cashier (part-time)

- Assist customers during check-out; answered questions
- Support manager in completing auditing procedures

LEADERSHIP & COMMUNITY SERVICE

Springfield Academy of Information Technology, Springfield, IL

Co-Chair, Battle of the Bands

January – April 2023

- Successfully organized and hosted fundraising event, generating approximately \$15,000
- Recruited and trained 20 student volunteers
- Coordinated logistics including reserving event space, ordering catering, and lining up bands

Treasurer, Student Council

Sept. 2022 – present

- Oversee student council budgeting meetings and ensure appropriate usage of funds

Tech for All, Springfield, IL

January 2022 – January 2023

- Volunteered once a week to fix computers at a local non-profit organization

SKILLS & CERTIFICATIONS

Computer Skills: Python, C++, Mac and PC hardware configuration/operating system installation

Language Skills: Spanish (fluent)

Certifications: Microsoft Word and Excel (2024)

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SAMPLE RESUME 2

Access editable version

LONDON HUFF

london_huff@gmail.com • (281) 555-0098

SUMMARY

10th grade student with animal care experience planning to pursue a career in veterinary medicine

EDUCATION

Ocean Academy of Health Sciences, Atlanta, GA

Anticipated Graduation: June 2027

GPA: 3.7 (unweighted)

Relevant Coursework:

- Foundations of Anatomy & Physiology
- Healthcare Careers

EXPERIENCE

Sunshine ASPCA, Atlanta, GA

Animal Care Assistant

March 2024 – present

- Assist in feeding and cleaning of animals
- Scan and organize files relating to animal adoptions
- Enter information into computer database, handle customer payments

Little Creatives Summer Camp, Savannah, GA

Volunteer Camp Counselor

May – August 2023

- Planned and led arts activities for 20 children ages 5-7

ACTIVITIES

- President, Atlanta Robotics Club (January 2024-present)
- Member, Georgia Pre-Vet Club (October 2023-present)
- Member, Ocean Academy Soccer Team (September 2023-present)
- Treasurer, Ocean Academy Mandarin Language Club (May 2023-May 2024)

SKILLS & CERTIFICATIONS

Language Skills: Conversational Mandarin

Certifications: CPR and First Aid (May 2024)

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SAMPLE RESUME 3

Access editable version

MAYA JACKSON

(805) 555-2233 • Maya.Jackson89@gmail.com

EDUCATION

King High School Academy of Finance, Ventura, CA

Currently in 10th grade; 3.05 GPA (Unweighted)

Relevant Coursework: Principles of Finance, Financial Planning, and Financial Services

Class Projects/Skills:

- Designed and created a slideshow and brochure about the benefits of investing in stocks and bonds that was presented at a financial literacy fair
- Developed basic accounting skills, including creating and analyzing financial statements

FINANCE-RELATED VOLUNTEER EXPERIENCE

Martin Center for Financial Planning, Ventura, CA

Finance Volunteer

March 2023 – present

- Created and distributed financial educational materials to community members
- Assisted financial director in tracking clients' assets, as well as promoting bank accounts and retirement plans

ATHLETIC & ACADEMIC ACTIVITIES

- Co-Captain, King High Girls' Soccer Team
- Member, Ventura Teen Long-Distance Running Club
- Co-Chair, King High Debate Club

AWARDS & HONORS

High School Girls' Soccer Championship for Ventura County, 2024

Honorary Mention in Southern California High School Debate Tournament, 2024

COMPUTER SKILLS

Finance: QuickBooks, Bloomberg Terminal

Design: Adobe Photoshop, Canva



WHAT IS A COVER LETTER?

A cover letter is a document that provides a high-level view of your education, experience, and skills and how they align with the position you are applying for. It is also a sales letter intended to convince the employer that you are the right candidate for the job and they should invite you to interview. Cover letters are often required as part of the job application process but even if it is listed as optional, you should still submit one.

COVER LETTER COMPONENTS

Put the same header as your resume

Date of letter

Individual's Name

Title

Company

Street Address

City, State, ZIP Code

Dear <name>:

First Paragraph: Indicate why you are writing, the specific position or type of work you are applying for, and how you learned of the opening. Share a detail that shows you researched the organization and note your interest in their mission.

Second Paragraph: Explain why you are interested in the position and the organization; indicate what you can do for the employer. Explain how your academic background makes you a qualified candidate for the position. If you have had relevant experience, point out specific achievements or unique qualifications. Emphasize skills or abilities you have that relate to the position you are applying for.

Third paragraph: If everyone had the same education and experience, what makes you stand out? This could be your activities, leadership positions, awards, or any other details.

Fourth Paragraph: Reiterate why you are a good candidate for the position. Indicate that you would like an interview. Offer to provide any additional information that the person may need. Remember, close your letter with a statement which encourages a response.

Sincerely,
SIGNATURE

Type Your Name

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SAMPLE COVER LETTER

MAYA JACKSON

(805) 555-2233 • Maya.Jackson89@gmail.com

January 3, 2025

Jennifer Smith
Chief Finance Officer
Tiny House Builders, Inc.
321 Garden Drive
Ventura, CA

Dear Ms. Smith:

I am writing to apply for the Finance Intern position, posted recently on your company's website. Tiny House Builders, Inc.'s focus on building affordable, sustainable houses is inspiring and aligns with my interest in helping people achieve financial independence. I would be honored to join your company as an intern during the upcoming year and work to support achieving your mission.

Through my education and experience, I have developed a solid foundation in finance. I have taken multiple finance classes, including Principles of Finance, Financial Services, and Financial Planning and this year, I will be completing advanced courses in these topics. As part of a class project, I designed and created a slideshow and brochure about the benefits of investing in stocks and bonds that was presented at a financial literacy fair. As a volunteer at the Martin Center for Financial Planning, I build resources to share with the community and I support multiple staff members. I know how to use QuickBooks and Bloomberg Terminal and can learn new technology programs quickly. I will draw on these experiences and skills as the Finance Intern at Tiny House Builders, Inc.

My involvement in several clubs and activities has helped me expand my leadership and communication skills. I am a two-sport athlete (soccer and distance running) and last year, my team won the High School Girls' Soccer Championship for Ventura County. On the King High Debate Team, I worked my way up from being a member to Co-Chair and earned an Honorary Mention in Southern California High School Debate Tournament.

I would welcome the opportunity to interview for the Finance Intern position. Please feel free to reach out if you have any questions. Thank you for considering me for the role and I look forward to hearing from you.

Sincerely,

Maya Jackson

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