
RESUME WRITING FOR TEENS

Editable Templates & Guides

 3 Editable Templates	 200+ Action Verbs
 Peer Checklist	 Teacher Rubric

INCLUDES:

- ✓ 3 Editable Word Templates
- ✓ Step-by-Step Completion Guides
- ✓ Action Verb Word Bank (200+)
- ✓ Peer-Review Checklist
- ✓ Teacher Grading Rubric

UM Printables

Welcome!

Resume Writing for Teens

Dear Educator,

Writing a resume is a daunting task for teens who may feel they have 'nothing to put on it.' This resource removes that barrier by providing structured, age-appropriate templates and step-by-step guides. It teaches them how to translate their school, volunteer, and extracurricular experiences into professional language.

■ **IMPORTANT NOTE:** This PDF serves as your instructional guide and includes visual examples of the templates. The EDITABLE WORD DOCUMENTS of the three templates are included in the zip file with this download.

■ Key Vocabulary

Resume	A formal document that provides an overview of your professional qualifications, skills, and experiences.
Action Verb	A word that expresses physical or mental action, used in resumes to start bullet points (e.g., Managed, Created).
Template	A pre-formatted document layout used as a starting point for a new document.
Bullet Point	A typographical symbol used to introduce items in a list, making them easy to scan.

200+ Action Verb Bank

Never start a bullet point with 'I did' or 'I helped' again. Use these powerful action verbs to describe your experiences.

Communication

Addressed	Articulated	Author	Collaborated
Communicated	Conveyed	Corresponded	Drafted
Edited	Emailed	Expressed	Interviewed
Listened	Mediated	Negotiated	Persuaded
Presented	Promoted	Publicized	Spoke
Translated	Wrote		

Leadership

Chairman	Coached	Directed	Empowered
Enabled	Enforced	Guided	Headed
Influenced	Inspired	Led	Managed
Mentored	Motivated	Organized	Overseen
Recruited	Spearheaded	Steered	Supervised
Trained	Unified		

Research & Analysis

Analyzed	Assessed	Calculated	Cataloged
Compared	Computed	Concluded	Deduced
Evaluated	Examined	Forecasted	Identified
Inspected	Interpreted	Investigated	Measured
Quantified	Researched	Surveyed	Tested
Verified			

Creative & Design

Adapted	Built	Composed	Conceptualized
Created	Customized	Designed	Developed
Directed	Drafted	Established	Formulated
Generated	Illustrated	Invented	Launched
Modeled	Originated	Planned	Revised
Visualized			

Organization & Management

Template 1: First Job

Perfect for students with no formal work experience.

This template emphasizes **skills, volunteer work, and extracurriculars** to show employers you are responsible and capable, even without a traditional paycheck.

Visual Layout Guide:

[FIRST & LAST NAME]		
City, State Phone Email		
OBJECTIVE		
A motivated and reliable student seeking a part-time position as a [Role] to develop [Skill] and contribute to [Company].		
EDUCATION		
Name of High School, City, State		
RELATED COURSEWORK: [Class 1], [Class 2]		
SKILLS		
• Hard Skill 1 (e.g., Cash Handling)	• Hard Skill 2 (e.g., Google Suite)	• Soft Skill 1 (e.g., Teamwork)
VOLUNTEER EXPERIENCE		
Role Title, Organization Name, City, State		
• Action verb + task + result (e.g., Organized 500+ canned goods for local food drive)		
EXTRACURRICULAR ACTIVITIES		
Role/Club Name, School Name		
• Action verb + task + result		