

Sample High School Resumes

Certifications add a lot of value to a resume and instill employer confidence in the candidate's skills. Please notice the difference between a typical high school student's resume and a high school student's resume with certification. Which student would get hired? Our research shows it is the student with certification.

RESUME WITHOUT CERTIFICATION

MICHAEL O. SMITH

123 Main Street
Salt Lake City, UT 84107
Phone: 888-222-1234
Email: MSmith2012@yahoo.com

EDUCATION

George Washington High School, Salt Lake City, Utah
Diploma 2015
GPA: 3.5
Key Club Member
Student Body Treasurer
Yearbook Staff

ACHIEVEMENTS

National Honor Society: 2013, 2014
Honor Roll: 2013, 2014
Varsity Football Letterman: 2013

WORK EXPERIENCE

Cashier, The Home and Office Depot
June 2013 – Present
(Part-time during school, Full-time in Summer)
• Operated computerized cash register system
• Stocking as needed
• Assisted customers with large orders
• Ensured clean work area
• Assisted night manager with store security

Lawn Care Service
2010 – Present
• Owned and operated neighborhood lawn care service
• Mowed and landscaped up to seven yards during the spring and summer
• Prospected referrals via word-of-mouth

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CERTIFICATIONS

Microsoft

Office Specialist

Microsoft Office Specialist Certification, Word 2013 – January 2014

Microsoft Office Specialist Certification, Excel 2013 – March 2014

Microsoft Office Specialist Certification, PowerPoint 2013 – May 2014



Adobe Certified Associate Certification, Photoshop Creative Cloud – December 2014

Adobe Certified Associate Certification, Illustrator Creative Cloud – December 2014



IC3 Digital Literacy Certification, Global Standard 4 – December 2013

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