

Your Name

Address

Your email

Phone

I am a motivated student that demonstrates a strong work ethic and creative ability. I am seeking to apply to your program to implement my graphic design skills and artistic drive at your university.

EDUCATION

St. Catherine of Siena Academy, Wixom, MI

Senior

- **GPA:** 3.6 / 4.0
- **Relevant Coursework:** Intro to Graphic Design, AP Art, Yearbook, Computer Applications
- **Honors:** Member of the National Honors Society and AP Studio Art
- **Clubs:** Yearbook, Newspaper Club, Drawing club

MAJOR ACHIEVEMENTS

Yearbook Club

Yearbook Design Team Lead

2017 – Present

- Created a Yearbook logo designed to incorporate school mascot and colors; opted to use coated paper in 2016, which improved photo quality and increased profits by 5%.
- Arrange all club photos and pages to correspond to yearbook theme.

Newspaper

Graphic Designer

2017 – Present

- Procured advertising for school paper, saving organization 25% in costs.
- Edited and curated photos used for school paper; increasing readership by 15%.

ADDITIONAL SKILLS

- Proficient in Photoshop and Adobe Creative Suite
- Basic knowledge of HTML
- Basic knowledge of Adobe Dreamweaver

AWARDS, HONORS, AND HONORARY MENTIONS

- Nominated for Alliance Scholarship for Meme Illustration in 2019
- Submitted artwork to Ocean Awareness Student Art Contest 2017

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4 Steps to Writing a High School Resume

1. Start Off With a Strong Career/Scholarship/College Program Objective

When writing a resume, especially when you have little to no experience, it's important to have a strong Objective. A good Objective should convey your skill, intent, and experience to an employer or college program. Career/Scholarship/College Program Objectives are great for resumes with a specific purpose.

2. Include a Thorough Education Section

For a high school student, education is the top priority, so it makes sense that you place your Education section underneath your Career Objective. Employers/ Programs can learn all they need to know about a candidate from their school performance, so your Education section needs to reflect well on you. If you're an active student, be sure to show it here.

Are you in an internship program? Are you in the band program? Are you on a debate team, or do you write and/or critique literature in a literature community? Include it. Your goal with your Education section should be to appear as active as possible. [Your goal with your Education section](#) should be to appear as active as possible.

3. How to List Major Achievements

If you don't have work experience, how are you expected to list it on a resume? In this situation, you need what we call a "Major Achievements" section. Similar in form to "Professional Experience", Major Achievements highlight your non-work related accomplishments in a way that they seem like actual job experience.

Your goal with a major achievements section is to use whatever materials you have and to bulk them up/. Are you on a debate team, or do you write and/or critique literature in a literature community? Include it!

4. Conclude Your Resume with Additional Skills & Honorary Mentions

Adding an "Additional Experience" section is a nice way to wrap up your resume; it also takes up space! This is the best place on your resume to mention any other commendable skills that would make you a top pick. High school students may think they haven't had time to cultivate real "additional skills," but that couldn't be further from the truth. Think of skills and talents you have that would fit your resume. To help you, we've listed some **soft skills** below:

- Problem solver
- Critical thinker
- Excellent time management
- Organized
- Great interpersonal skills
- Proficient in Microsoft Word

Sample Student Resume