

Resume Writing for Kids

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As our children plan for their summer activities, some may need to write a resume for summer internship programs or for a neighborhood job. This resume template was designed to help our children organize their thoughts and experiences in a professional template. Children have used this format to obtain jobs as parents' helpers, dog walkers, gardeners, babysitters, and to support work and community service activities. The template is also published as a blog in Vietnamese and Spanish on our website by Mary Ann Burke.

My Resume (What is your name, phone number, email, and address?)

Career Goal or Job Title (What do you want to do?)

Qualifications (What is your volunteer or paid
experience with this type of work?)

Accomplishments, Honors, and Awards (What are awards, honors, or activities that you do well?)

Interests and Hobbies (How do you like to spend your time?)

Other (What clubs, leadership positions, publications, and community service events have you participated in that are relevant to your areas of interest?)

Job References (Who can we contact to talk about your experience with the job?)