

Downloadable Resume Checklist (Copy/Paste Ready)

First-Time Resume Checklist

Everything Teens & Young Adults Need to Build a Resume — Even With No Job Experience

(Created by Goodwill Workforce Connection Centers)

✔ **Contact Information**

- First + last name
- Phone number
- Professional email
- City & state
- LinkedIn (optional)

Do NOT include full home address.

✔ **Professional Summary (2–3 Sentences)**

Your “who I am” + “what I bring” + “what I’m looking for.”

Example:

Motivated high school student with strong teamwork and communication skills. Experienced in volunteering and school projects. Excited to grow and contribute to a team environment.

✔ **Skills Section**

Include both **soft skills** and **technical skills**:

Soft Skills:

- Communication
- Teamwork
- Reliability
- Adaptability
- Problem-solving
- Time management

Technical Skills:

- Microsoft Office or Google Suite
- Email and digital communication
- Social media, Canva, or editing apps
- Any certifications (CPR, food handler, etc.)

✓ Experience Section (Paid or Unpaid)

List any of the following:

- Babysitting
- Volunteering
- Sports, band, clubs
- Church involvement
- School leadership roles
- Family responsibilities
- Projects with measurable results

Format each entry using action verbs:

- Led
- Organized
- Helped
- Created
- Supported
- Managed

Try to add numbers when you can.

✓ **Education Section**

- School name + expected graduation year
- GPA (optional)
- Relevant coursework
- Honors or awards

✓ **Activities & Awards**

Anything that shows commitment or leadership:

- Honor roll
- Perfect attendance
- Athletics
- Clubs
- Leadership positions
- Competitions or academic awards

✓ **Optional Sections**

- Certifications
- Volunteer work
- Portfolio links
- References (“Available upon request” is fine)

✓ **Final Check Before Sending**

- No spelling or grammar errors
- Font is readable and clean

- One full page max
- Save as **PDF** so formatting stays consistent
- Does this resume sound like YOU (not AI)?
- Are you ready to explain every bullet point in an interview?

✔ **Bonus: How to Use AI the Right Way**

Use AI for:

- Brainstorming bullet points
- Formatting suggestions
- Finding verbs or synonyms

Do NOT use AI for:

- Writing your entire resume
- Overly formal language
- Anything you can't confidently talk about in an interview

✔ **Still stuck? We can help.**

Bring this checklist to any Goodwill Workforce Connection Center and we'll help you build your resume step-by-step — even if you're starting with a blank page.

<https://www.goodwillgreatermc.org/find-a-job/free-job-search-help>