

Alexandra L. Jordan

123 Forest Street, Troy, MI 48304
Cell: (123) 555-5555 • alex.jordan@email.com

Education

Troy High School, Troy, MI

August 2016 to Present; Expected graduation: Spring 2020

GPA: 3.72

Honor Roll; National Honor Society; editor of student newspaper, The Trojan; member of student-run Service Club

Relevant Experience

Sense PR, Troy, MI

Summer Intern, June 2018 to August 2018

- Assisted in brainstorming creative marketing campaigns for 10+ clients, helping account teams stay focused on client briefs
- Worked with account executives to conceptualize and execute events for six clients, volunteering to help staff events outside of working hours
- Assisted social media manager in creating positive brand content for Instagram, Facebook, and Twitter
- Greeted clients for meetings at the agency and answered phones

The Trojan (student newspaper), Troy, MI

News Editor, September 2017 to June 2018

- Oversaw a team of four news writers to produce content for the student newspaper in a timely manner
- Created interesting and exciting layouts for the front page
- Worked collaboratively with a team of five section editors to create a positive, productive team environment for creating weekly editions on deadline

Additional Experience

Race for the Cure, Troy, MI

Volunteer, January 2018 to Present

- Active member of school chapter of Race for the Cure
- Assisted in recruiting 300+ volunteers and designing promotional materials to advertise in the community
- Attend biweekly meetings and provide updates to the group on marketing efforts

Alex's Childcare, Troy, MI

Babysitter, 2015 to Present

- Regularly care for children ages 1–10 for 10+ families in the area
- Built a reputation via word-of-mouth as a dependable, enthusiastic caregiver who remains positive and calm in stressful situations

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Relevant Experience

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Summer Intern, June 2018 to August 2018

- Assisted in brainstorming creative marketing campaigns for 10+ clients; all teams stay focused on the client's needs
- Worked on social media strategy and content creation

NO CAREER OBJECTIVE

On many professional résumés, you'll see career goals and objectives at the top. But Isenhour isn't a fan of including them on high school résumés. The reason? If you're applying for a part-time job in retail, your aspirations of being a doctor aren't relevant (and listing an objective to get a job in retail is redundant).

SECTIONS

Résumés are always organized in reverse chronological order. But when you haven't had a ton of professional experience, that might mean your part-time job at a pizza parlor comes before more relevant job experience, like a past summer internship. Isenhour suggests breaking your experience into two sections like this so you can show off the most relevant experiences you've had before getting into additional work experience.

THROUGHOUT

Rather than telling prospective bosses what your skills are in a few summary bullet points at the top, show them by talking about your experiences. For example, instead of simply saying you're a hard worker, demonstrate how you went above and beyond in your summer internship.

Balance qualitative skills with quantitative (numerical) results. If you helped your boss at a local restaurant create a Facebook page, include the followers and engagement you helped generate.

Additional Experience

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Volunteer, January 2018 to Present

- Active member of school chapter of Race for the Cure
- Assisted in recruiting 300+ volunteers and designing promotional materials for the community
- Attend biweekly meetings and provide updates to the group on major events

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LAYOUT

The layout is easily readable and the student's contact information and relevant dates are easy to find.