



How to Create a Resume with Minimal Experience

1. Contact information

At the top of your resume, you should include your contact information so the employer can find your contact information easily. *(Reminder: be sure to check the email and voicemail provided every couple of days in case any potential employers reach out!)*

- Full name
- Email address
- Phone number
- City and zip code
- LinkedIn URL (optional)

2. High school information

Under your contact information, you should include where you go to school. If you have graduated from high school, you can put your college information as well.

- Name of your high school
- City, state
- Expected graduation date
- GPA

3. Replace “Work Experience” with other types of experiences

It is okay if you have little or no work experience. You can replace it with other experiences; for example, if you have worked on a group project you can talk about your experiences working in a team, the successes or struggles you faced, and how you overcame any issues. Here are some examples of experiences you can write about in your resume. *(Make sure your experiences are listed from most recent to least with the date range included.)*

- Internships: “Assisted supervisor with customer service.”
- Volunteer work: “Organized books at a library and helped guests find books”
- School experience (e.g., classes, projects): “Collaborated with classmates on projects.” “Worked on multiple projects at once.” “Took on a leadership role during a group project and presentation.”
- Afterschool clubs: “Taught dance to classmates.”
- Extracurricular activities: “Mentor kids and help them with homework.”
- Hobbies, personal projects

4. Emphasize relevant experiences

What is the employer looking for? If the employer is looking for an applicant who has good customer service skills, write about your experiences that involve customer service. If the employer is looking for a detail-oriented applicant, write about your experiences involving detail orientation, organization, etc. Multitasker? Think about the times you had to juggle

multiple things. Look back at tip #3 and think about what experiences you can tie back to the job you are applying for.

5. Skills

In addition to your experiences, you should include skills you have not listed. Here are some examples:

- Bilingual
- Proficient in Google Suite
- Photography skills
- Presentation skills
- Experience working with young children

6. Keep your resume one page long

It is recommended that you keep your resume all in one page. You want to show employers relevant skills and experiences related to the job you are applying for because that is what they are looking for. If your resume goes over one page, go back and carefully look at what you can remove. You can always talk more about your skills and experiences during an interview. Lastly, ask someone else to proofread your resume so you can receive feedback and avoid grammatical errors before submitting it.