GENERAL

how to write a resume for kids

Published: September 3, 2026 | Index ID: #-

How to Write a Resume for Kids: A Step by Step Guide

In today's competitive world, the idea of a child crafting a resume may seem far fetched. Yet, from summer camp applications to first grade volunteer programs, a well structured résumé can set a young applicant apart, boost confidence, and teach valuable skills about self presentation and goal setting. This guide explains **how to write a resume for kids** in a clear, engaging, and age appropriate way. We'll cover why it matters, what to include, formatting tricks, and real world examples, all while keeping the tone friendly and encouraging. Whether you're a parent, teacher, or youth mentor, this article will give you the tools to help children create professional documents that highlight their strengths and aspirations.

Why Kids Should Have a Resume

Resumes are more than a list of experiences; they're a narrative of growth, ambition, and potential. For children, a resume can:

- Develop self awareness: Identifying strengths and interests helps kids set realistic goals.
- Build confidence: Seeing achievements in a formal format reinforces a sense of accomplishment.
- Teach organization: Learning to structure information encourages planning and time management.
- Prepare for future opportunities: From school clubs to internships, a résumé is often the first step in the application process.
- Encourage responsibility: Maintaining an updated document instills a habit of accountability.

Even if a child's first job is a part time position at a local store or a volunteer role at a community center, a résumé provides a platform to showcase relevant skills and experiences.

When to Start Writing a Resume for Kids

There's no hard rule, but most experts suggest beginning in early adolescence—around ages 11 to 13. At this stage, children typically have:

1. Academic records that can be summarized.
2. Participation in extracurricular activities.
3. Initial leadership experiences (e.g., class representatives, club officers).
4. Volunteer or community involvement.

Starting early also allows the résumé to evolve alongside the child's growing achievements. Updating it annually keeps the document relevant and demonstrates continuous development.

Essential Sections of a Kid's Resume

While a professional résumé might include detailed sections like "Work Experience" and "Professional Summary," a child's résumé can be simplified. Below is a recommended structure that balances clarity with brevity:

1. Header

Include the child's full name, phone number (or parent's contact), email address, and optionally a link to a school

profile or a simple portfolio if the child has an online presence.

2. Objective or Summary (Optional)

For very young applicants, a short objective can be omitted. For older kids, a one sentence statement such as “Enthusiastic eighth grader seeking volunteer opportunities in community outreach” works well.

3. Education

List the current school, grade level, and any notable academic achievements (e.g., honor roll, science fair awards). If the child has completed a school program relevant to the desired position, highlight it here.

4. Experience

Include paid jobs, part time work, or unpaid roles that demonstrate responsibility. For each entry, provide:

- Job title or role.
- Employer or organization name.
- Dates (month/year).
- Key responsibilities or achievements (bullet points).

5. Volunteer Work

Many children engage in community service. List the organization, role, dates, and what they accomplished. Emphasize leadership or teamwork skills.

6. Extracurricular Activities

Include sports teams, clubs, music ensembles, or other hobbies that showcase teamwork, dedication, or creative talents. Highlight positions held (e.g., “Captain of the Soccer Team”).

7. Skills

List both hard and soft skills relevant to the position. Hard skills might include computer proficiency or foreign language basics; soft skills could be communication, problem solving, or punctuality.

8. Awards and Honors

Showcase any recognitions received, such as “Math Olympiad Winner” or “Best Presentation Award.”

9. References (Optional)

Provide two references—often a teacher, coach, or community leader—who can vouch for the child’s character and work ethic. Include name, title, organization, and contact details.

Step by Step: Building the Resume

Follow this workflow to create a polished document that captures a child’s unique profile.

1. Gather Information: Collect all relevant details—school records, activity logs, volunteer certificates, and any awards.
2. Choose a Template: Use a clean, child friendly template. Many free online resources offer kid appropriate designs with soft colors and clear fonts.

Springfield Middle School – 7th Grade (2024–2025)

- Honor Roll (Fall 2024)
- Science Fair Winner – “Solar Energy Models”

Part Time Helper – Grocery Store, 06/2024–08/2024

• Assisted with stocking shelves and greeting customers.
• Managed a small cash register under supervision.

Community Clean Up – Green Earth Club, 03/2024
• Organized a team of 15 students to pick up litter along the riverbank.
• Coordinated with local authorities for waste disposal.

Soccer Team – Springfield Middle School, 09/2023–Present
• Team Captain (2024–2025).
• Led team practices and organized community games.

- Basic Microsoft Office (Word, PowerPoint)
- Spanish – Beginner level
- Excellent communication and teamwork

Best Poster Presentation – 2024 School Science Fair
• Recognized for creativity and clarity.

Ms. Linda Park – Science Teacher, Springfield Middle School – lpark@springfieldms.org – (555) 987 6543

Formatting Tips for a Kid’s Resume

While the content is king, presentation matters too. Here are some design pointers:

- Choose a readable font: Sans serif fonts like Arial or Calibri work well. Keep the size between 10–12 points.
- Use bullet points: They break up text and make responsibilities easy to scan.
- Limit to one page: A concise résumé is easier to read. If the child has extensive experience, consider a two page format but keep the first page focused on the most relevant information.
- Maintain consistent margins: Standard 1 inch margins on all sides keep the document tidy.
- Avoid overuse of bold or italics: Use these sparingly to highlight section headings or key achievements.
- Include a professional photo (optional): For certain youth job listings, a small, high quality photo can add a personal touch.

Common Mistakes to Avoid

Helping children craft a résumé is rewarding, but it’s easy to fall into pitfalls. Here’s what to watch out for:

1. Using a generic “I” statement: Children should avoid first person pronouns. Use action verbs like “organized” or “led.”
2. Listing irrelevant details: Keep the résumé focused on experiences that support the position. For a library volunteer role, emphasize organizational skills, not unrelated sports achievements.
3. Overloading with adjectives: Instead of “excellent,” describe specific accomplishments (“increased volunteer sign ups by 20%”).
4. Neglecting to proofread: Spelling or grammatical errors can undermine credibility. Encourage a peer review or use spell check tools.
5. Using a child’s school email for professional contacts: If available, use a personal email or a dedicated school provided account that appears more mature.

Real World Examples

Below are two sample resumes—one for a 9th grader applying to a summer internship and another for a 12th grader seeking a part time retail job. These examples illustrate how to adapt the structure to different contexts.

Sample Resume 1: 9th Grader for a Summer Internship

Michael Lee

(555) 222 3333 | mlee@email.com | LinkedIn

Objective

Eager 9th grader seeking a summer internship at the Springfield Science Center to apply classroom knowledge and develop research skills.

Education

Springfield High School – 9th Grade (2024–2025)

• GPA: 3.8/4.0

• Science Club Member (2023–Present)

Experience

Junior Research Assistant – Springfield Public Library, 05/2024–07/2024

• Assisted in cataloging new books and organizing the children’s section.

• Conducted basic data entry for the library’s digital archive.

Volunteer Work

Youth Mentor – STEM Outreach Program, 09/2023–Present

• Guided elementary students in simple coding projects.

• Developed lesson plans focused on interactive learning.

Skills

• Basic coding in Scratch and Python

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