



Ed Snider Youth
Hockey & Education

High School Resume Information Packet



Resume Checklist

Required Items:

- Your Name
- Phone Number
- Email Address
- Education
 - Add GPA if above 3.0
- Experience
 - Professional or Volunteer
- Extracurricular Activities
- Awards / Honor

Optional Additions:

- Skills
- Webpage / LinkedIn Address
- Objective / Career Statement
- Hobbies & Leisure Activities

Do Not Include:

- Your Full Home Address

General Formatting and Best Practice Tips:

- 1) The entire resume should be one page ONLY
- 2) Ensure it is easy to read at a glance
- 3) Formatting guide:
 - a) Use bold headings for each section
 - b) Name and contact info should be aligned to the CENTER of the page at the top of the document
 - c) Headings of each section and subsequent text should be aligned to LEFT side of the page
 - d) Use black font
 - d) Dates should all be aligned to the RIGHT side of the page
 - e) Recommended font guide
 - i) Style (pick-one)
 - (1) Georgia
 - (2) Calibri
 - (3) Arial
 - (4) Cambria
 - ii) Size(s)
 - (1) **Name/Header** - 20 point size
 - (2) Main Resume - 12 point size
 - (3) Job description / Bullet points - 11-point size
- 4) Add descriptions to “Experience” section and possibly other sections like “Extracurricular Activities”
 - a) Use a bulleted list or narrative list to discuss responsibilities or duties
 - b) Begin each item of the list using an action verb (see the list of action verb examples below)
- 5) List things in reverse chronological order (newest at the top to oldest) in each section
- 6) Only mention things from your time in high school, unless something very significant happened prior.
- 7) Save as PDF
 - a) Title the saved document as “Last Name –Resume – 2024/2025”
- 8) Check for punctuation and spelling
- 9) Check for format and style consistency
- 10) Print multiple copies to have available during interview to hand out.
- 11) Don’t over complicate your resume

Action Verbs

Read the list of action verbs below, checking those skills you have demonstrated through internships, part-time or summer jobs, coursework, leadership experience, or community service. Try to incorporate some of these action verbs in the descriptions of your experiences on your resume.

Management Skills

- administered
- analyzed
- assigned
- chaired
- consolidated
- contracted
- coordinated
- developed
- directed
- evaluated
- executed
- improved
- increased
- organized
- oversaw
- planned
- prioritized
- produced
- recommended
- reviewed
- scheduled
- strengthened
- supervised

Communication Skills

- arranged
- authored
- collaborated
- convinced
- developed
- directed
- drafted/edited
- formulated
- interpreted
- mediated
- moderated
- negotiated
- persuaded
- promoted
- publicized
- reconciled
- recruited
- translated
- wrote

Financial Skills

- allocated
- analyzed
- audited
- balanced
- budgeted
- calculated
- computed
- developed
- forecasted
- managed
- marketed
- planned
- projected
- researched

Technical Skills

- assembled
- built/calculated
- computed
- designed
- engineered
- maintained
- operated
- overhauled
- programmed
- remodeled
- repaired
- solved
- upgraded

Research Skills

- clarified
- collected
- critiqued
- diagnosed
- evaluated
- examined
- extracted
- identified
- inspected
- interviewed
- investigated
- organized
- reviewed
- summarized

Teaching Skills

- adapted
- advised
- clarified
- coached
- communicate
- coordinated
- demystified
- developed
- enabled
- encouraged
- evaluated
- explained
- facilitated
- guided
- informed
- instructed
- persuaded
- set goals
- stimulated
- trained

Clerical or Detail Skills

- approved
- arranged
- catalogued
- classified
- collected
- compiled
- dispatched
- executed
- generated
- implemented
- inspected
- monitored
- operated
- organized
- prepared
- processes
- purchased
- recorded

Creative Skills

- acted
- created
- customized
- designed
- developed
- directed
- established
- founded
- illustrated
- initiated
- integrated
- introduced
- invented
- originated
- performed
- planned
- revitalized
- shaped

Helping Skills

- assessed
- assisted
- clarified
- coached
- counseled
- demonstrated
- diagnosed
- educated
- expedited
- facilitated
- familiarized
- guided
- motivated
- referred
- rehabilitated
- represented

First & Last Name

Phone Number

Email Address

Education

High School Name - City, State

Class of 2024

Experience

Company Name - City, State

Your Job Title

Start Date - End Date

- Include 3-5 bullet points describing your job responsibilities.
- Regardless of style, begin each phrase/sentence/ bullet with an action verb. (i.e., Maintained, coordinated, organized, participated)
- Make sure to use past tense verbs to describe your experiences.

Petsmart - Philadelphia, PA

Pet Sitter

2023 - Present

- Provided pet sitting services including dog walking, feeding, and yard care.
- Ensured pet safety is followed to company standards on all walks.
- Assisted customers with scheduling, questions, and through the check-out process.

Ed Snider Youth Hockey & Education - Philadelphia, PA

Junior Coach

September 2022- June 2023

- Helped to set up and demonstrate drills with up to 30 learn-to-skate players at a time.
 - Provided feedback to improve the skater's skill.
 - Supported Coaches with on and off ice activities.
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Extracurricular Activities

- **Group / Activity Title** - Host Organization Name Date
 - **Student Athlete** - Ed Snider Youth Hockey & Education 2016 - 2024
 - Breakaway Scholarship Recipient
 - Leadership Council
 - Participated in monthly workshops and activities to develop leadership skills from September 2022 to June 2024
 - **National Honor Society** - South Philadelphia High School August 2023 - May 2024
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Awards / Honors

- **Title of Award** - Host Organization Name Date
- **Honor Roll** - South Philadelphia High School 2023, 2024
- **Team Captain** - Snider Hockey U19 Travel 2024

First & Last Name

Phone Number

Email Address

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Education

High School Name - Philadelphia, PA

Class of 2024

Experience

Company Name - City, State

Your Job Title

Start Date - End Date

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Company Name - City, State

Your Job Title

Start Date - End Date

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Company Name - City, State

Your Job Title

Start Date - End Date

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Extracurricular Activities

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Start Date - End Date

Awards / Honors

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Start Date - End Date