**Creating a Resume with little or no work Experience**

* Keep it simple, nothing too fancy, use plain paper using your personal information as a bold title
* Personal contact information should be accurate and up to date
* Your objective should be job specific and include a couple of sentences focusing on how your personality traits match the job position and the company
* Use volunteer experience and community activities as your work experience and title it “Qualification Highlights”
* Work Experience, Planning courses, summer chores/activities may also have provided you with some sort of experience
* Under Education list course work that my be relative to the job posting along with courses taken outside of school (CPR etc)
* Highlight academic achievements and awards under a separate category titled Accolades or Certificates and Achievements
* Always request a reference letter after completing any activity that could possibly be used as work experience
* Collect reference letters from teachers, church leaders, volunteer supervisors or a family friend
* List hobbies and extracurricular activities, group or individual sports, school committees, church or youth groups