



Resume: Writing a NO Work Experience Resume

Contact Information

- Full name
- Mailing address
- Phone number
- Email address
- LinkedIn profile (if available)
- Resume Objective or Summary

Resume Objective/Summary

A brief statement highlighting your career goals, skills, and what you bring to the table, even without formal work experience.

Education

List your high school or college name, location, and expected graduation date (if applicable). Include academic achievements, relevant coursework, and any academic honors or awards.

Skills

Highlight your transferable skills, such as communication, teamwork, problem-solving, and technical skills (e.g., proficiency in software, languages, or tools).

Extracurricular Activities and Volunteer Experience

Include any relevant extracurricular activities, clubs, or volunteer work that demonstrates leadership, teamwork, or other valuable skills. This could involve involvement in student organizations, community service, or non-profit work.

Projects

Showcase any significant projects or independent initiatives you have undertaken, whether related to school, personal interests, or self-directed learning. This could include research projects, art portfolios, coding projects, or any other relevant ventures.

Certifications and Training

If you have completed any certifications, online courses, or training programs relevant to your career interests, include them in this section.

Workforce Development Center – Career Services
Resource: Resume