



RESUME CHECKLIST

Applicant's Contact Information

- Applicant's Name
- City, State, Zip Code
- Phone number (xxx) xxx-xxxx
- Email
- Additional professional online profiles (optional)

Summary (optional)

- This should be a brief statement of your experience that highlights your skills.
- Show at-a-glance you are qualified for the position.
- Do not write in first person (I, me, etc.)

Skills

- List 6 to 9 keywords (skills) that you possess. These would align w/ the job description
- Include second language/bi-lingual (level of proficiency)

Education

For each college you have obtained a degree. List in reverse chronological order.

- Major, Degree Designation
- Minor (if applicable)
- Graduation year, or anticipated graduation month and year
- Institution, Formal Name
- Institution's City, State
- GPA – if 3.0 or above (optional)

Experience (Reverse Chronological order)

- Company/Organization, Formal Name
- City, State
- Years employed
- Job title
- Bullet point list of accomplishments
- Use quantitative values when able
- Use present tense verbs to describe current job responsibilities.
- Use past tense verbs to describe job responsibilities in past roles.

Community Involvement or Affiliations

- Organization Name
- Position you held with that organization (i.e., member, volunteer, secretary)
- Year(s) you were a member or volunteered

ADDITIONAL HEADERS: There are many additional headers which can be used in a resume. Headers vary depending on each person's individual experiences.

Need More Information:

Contact the Office of Career Success
uttylercareersuccess@uttyler.edu
(903) 565-5862