

✓ RESUME CHECKLIST

Understanding resume formatting & alignment to target audience can increase your chances for being selected for an interview

LAYOUT

- Line up dates on the right margin
 - Be consistent in formatting
 - BOLD headings and could be in CAPS
 - 10-12pt. professional fonts
 - .50 smallest margins
 - Condense to 1 page at entry level (part-time jobs, internships, full-time entry-level jobs)
 - Utilize key words from job description or program
 - No I's, me, my, mine (omit sentence fillers)
 - Curriculum Vitae (CV) and Federal Resumes have different formats
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HEADING

- First and Last Name in CAPS (14 to 16 font) (No nicknames)
 - City, State
 - Telephone Number with area code in parenthesis
 - Professional e-mail address (school address ok)
 - Incorporate link to professional profile (LinkedIn, GitHub, website, etc.)
 - Remove the hyperlink from your email address
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SUMMARY OF QUALIFICATIONS (if you choose to include one)

- Align from Preferred or Minimum Qualifications from description where applicable
 - Bulleted list of 3-5 concise strengths (think results and what you have to offer the employer/ position/ how your work benefits them)
 - Be specific about where and how you developed skills, not just "great communication skills"
 - Quantify where applicable (how much? how many? #, \$, %, etc.)
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EDUCATION

- Include the full name of the university
 - Write out the degree in progress Bachelor of Arts OR Science in ____ OR Bachelor of Business Administration in ____ (check how degree is written in academic department [UTSA Course Catalog](#))
 - Include anticipated date or date of graduation
 - GPA can be listed as Overall/Cumulative
 - Coursework can be listed but only upper level and up to 4 only listing the course name
 - DON'T list High School if 1 year in college (more than 30 semester credit hours)
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EXPERIENCE

- Refer to responsibilities bullet points from job posting for key alignment
- Start with action verbs; eliminate words like that, the, a, an, if not needed
- Inventory key skills from posting and determine action verbs that reflect key skills to start statements
- Use present tense if they are still working at the job; Use past tense for former jobs
- These should be bulleted phrases – not sentences, no punctuation (periods)
- Include dates as month and year to month and year/ present (if currently working there)
- Include company/organization name, your title (position title, "Volunteer", etc.)
- DO quantify/include numbers to provide reader the scope of your skills and abilities (#, \$, %, time)

MISCELLANEOUS

- Use correct spelling for software *(e.g., PowerPoint is one word 2 capital P's)
- OBJECTIVE category is optional
 - utilize if target isn't aware of what field/job/internship within department or company that you're applying to
 - If using one, it should be a short and precise statement that states concisely what you are seeking
- Caution against using color and any graphics (e.g., for ATS purposes, focusing on key qualities, skills, experiences, etc.) (exception=relevant to field):
 - Many resumes for large companies are scanned through a computer program before they even reach a person (e.g., ATS). Graphics and color could throw off the scanner and kick your resume out of their system, ensuring it is never seen
 - If an employer is printing resumes, the color may not come out or the graphics may not allow other information, like your name, to be seen clearly
 - Information and experience should stand out enough to get you to an interview
- No inappropriate graphics, photos or personal information (ex: birthdate, SS#, ethnicity, race, age, hobbies, etc.)
- No references listed on the document OR "available upon request"

FOR ADDITIONAL INFORMATION AND RESOURCES:

[UTSA Career Center Website](#)

[Career Assessment](#)

[Resume Review](#)

[Jobs/Internships/Events](#)

[Roadrunner Network](#)

[Schedule an appointment on Handshake](#)