



# CAREER CENTER

## Resume Checklist

Please use this checklist *prior to seeking a resume review* to avoid some very common mistakes. This checklist is designed for you to use when reviewing your resume section by section to ensure each entry is as complete as possible. Once the checklist is complete, come by room 209 Koldus Monday through Friday 8:30am - 11am or 1:30pm - 4pm (Fall/Spring) to have your resume reviewed by a member of our staff.

### Personal Information

- Located at the top of the page and does not take an excessive amount of space
- Includes:
  - first and last name
  - address, one accessible for at least 6 months to a year
  - phone number, including area code
  - email address, some derivation of your name that makes a professional impression

#### Example:

**JOHN Q. AGGIE**  
1234 Koldus Street, College Station, TX 77843  
(979) 123-4567, Johnq@tamu.net

### Objective (optional but encouraged)

- Provides a focus for the content of your resume
- Targeted toward a specific position or career field
- For those seeking an internship, includes the term during which you would like to work

#### Example:

#### **OBJECTIVE**

Seeking an internship for Summer 20XX in the field of Civil Engineering, specifically Structural Analysis.

### Education

- Begins with the university at which you are currently enrolled (typically, Texas A&M University)
- Includes:
  - city and state where the university is located
  - most recent degree, accurately
  - date or anticipated date of graduation
  - complete title of majors, minors, licensures and certifications
  - cumulative GPR
  - relevant courses, listed by title and not course number, if substantially different than major
- Can also include major GPR or GPR last \_\_\_ hours if those are higher than cumulative GPR

#### Example:

**Texas A&M University**, College Station, TX  
*Bachelor of Science in Psychology, Minor in Management*, May 20XX  
Major GPR: 3.48 Cumulative GPR: 2.89

#### **Relevant Courses:**

Genetics I and II (lab), Anatomy and Physiology, Industrial and Organizational Behaviors

### Experience

#### Includes:

- full name of the company or organization
- city and state where the company/organization is located
- dates the position was held (month - year to month - year)

## Experience (continued)

- the title of the position held
- action skill statements emphasizing your relevant skills and accomplishments
- Each action skill statement begins with an action verb
- Action verbs are the appropriate tense – present tense to describe current positions, past tense for prior positions
- Lists entries in reverse chronological order

### Example:

**Dell, Austin, TX**

*Technical Analyst Intern, May 20XX – August 20XX*

- Reviewed new project requirements using interviews, document analysis, surveys, and workflow analysis.
- Communicated and collaborated with external and internal customers to analyze information needs and functional requirements.
- Utilized experience using enterprise-wide requirements definition and management systems
- Successfully engaged in multiple initiatives simultaneously.
- Worked independently with users to define concepts and under direction of project managers.
- Served as liaison between internal and external customer community and software development team.
- Developed requirements specifications according to standard templates, using natural language.
- Collaborated with developers and subject matter experts to establish the technical vision.

## Activities

- Lists entries in reverse chronological order
  - Includes:
    - full name of the organization
    - university or the city and state where the organization is located
    - title of any position held
    - dates the position was held (month - year to month - year)
    - action skill statements emphasizing your relevant skills and accomplishments
    - pertinent memberships and affiliations
- Emphasizes leadership roles

### Example:

**Fish Camp, Texas A&M University**

*Co-Chair, Spring 20XX - Present*

- Directly manage a budget of \$1,000.
- Construct and coordinate a minute-by-minute schedule for twenty-four counselors.
- Assess risk in scheduled activities for a wide audience.

*Counselor, Spring 20XX – Spring 20XX*

- Selected based on competitive interview and application process.
- Planned all logistics over a 6-month period for 4-day orientation program.
- Managed orientation program experience for 24 incoming freshmen.
- Developed and maintained mentor relationships with 12 incoming freshmen throughout their college career.

## References

- Resume does not include references' names and addresses (references are listed on a separate page)
- If room remains at the bottom of the resume, can include the statement "References Available Upon Request"
- Reference information should include name, organization/title, address, phone number and email

## Overall Appearance

- Looks like a professional document and is pleasing to the eye
- Is an appropriate length, for most undergraduates this means one page
- Includes name and page number on all pages if more than one page in length
- Page margins, font size and type are appropriate
- Is free of typos, spelling mistakes, and grammatical errors
- Bullet points, bolding, italics, and/or other highlighting are used consistently
- Categories are arranged in a logical order, presenting relevant information first