



Please use this checklist prior to seeking a resume review to avoid some very common mistakes. Once the checklist is complete, come by room 209 Koldus Monday through Friday 8:30-11am or 1:30-4pm (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, Date of graduation
    - Complete title of majors, minors, licensures and certifications
    - Cumulative GPR (Can also add major GPR if higher than cumulative GPR)
    - Relevant courses, listed by title and not course number, if substantially different than major

### 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
- Title of the position held
- Dates the position was held (month - year to month - year)
- Action skill statements emphasizing your relevant skills and accomplishments
  - o Each action skill statement begins with an action verb
  - o Use the appropriate tense – present tense to describe current positions, past tense for prior positions
  - o List 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 functional requirements.
- 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.

### 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 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