

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 Mon-Fri: **8:30-11am** or **1:30-4pm** (Fall/Spring) to have your resume reviewed by a member of our staff. Please see our Career Guide for resume examples: [tx.ag/tamucareerguide](http://tx.ag/tamucareerguide)

**Personal Information**

- Located at the top of the page and does not take an excessive amount of space  
Includes:
  - First and last name (should be between 14 point and 16 point font)
  - 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 Business*, 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
  - Each action skill statement begins with an action verb
  - Use the appropriate tense – present tense to describe current positions, past tense for prior positions
  - 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.

### **Leadership or 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**

*Chairperson, Spring 20XX – Present*

- Interviewed, selected, and managed 24 camp counselors from an applicant pool of 3000.
- Developed and led training on leadership, communication, team building, and risk management.
- Managed a budget of approximately \$1000 and contracted camp supplies and apparel.
- Served as a liaison between university administrators, camp directors, camp counselors, and 160 new students.

*Counselor, Spring 20XX – Spring 20XX*

- Selected based on competitive interview and application process.
- Advised and mentored 12 incoming freshmen students.
- Provided a support system for over 100 incoming freshmen to ease their transition into the college experience.

### **Work Authorization**

- All international students are strongly encouraged to list Work Authorization on their resumes
- If you are unsure of how many months of OPT or CPT you have, contact International Student Services

### **Example:**

**WORK AUTHORIZATION**

Eligible to intern in the U.S. with Curricular Practical Training (CPT).

### **References**

- Resume does not include references' names and addresses (references are listed on a separate page; please see the Career Guide for reference page examples: [tx.ag/tamucareerguide](http://tx.ag/tamucareerguide))
- There is no need to 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 8.5" x 11" page
- Includes name and page number on all pages if more than one page in length
- Page margins (.5" to 1.0"), font size (10 point to 12 point) and type (Arial, Calibri, Times New Roman, or Courier fonts) 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