



Resume Checklist

FOR APPROVAL ON HIRE-A-NINER, YOUR RESUME MUST CONSIST OF THE FOLLOWING ELEMENTS

Heading/Contact Info:

- Contact information is listed at the top of the document, including email and phone
- Email Address is professional

Education:

- UNC Charlotte education is included (i.e. the University of North Carolina at Charlotte)
- Title of your degree is spelled out (i.e. Bachelor of Science); major is included if declared if unsure of your exact degree, visit Degree Works: degreeworks.uncc.edu
- Major is included if declared
- Your expected graduation date is included

Experience:

- Job title, company/organization name, city, state and date range are present for each responsibility/activity
- A bulleted description of responsibilities, accomplishments and/or transferable skills are incorporated for each experience provided
- Experiences are listed in reverse chronological order in each section

Formatting:

- Resume is one page (if you have significant professional or leadership experience, or you are a graduate student, two pages can be appropriate)
- Document is free of spelling errors and grammatical issues
- There is no use of pronouns (i.e. I, me, we, my, them)
- Easy-to-read, professional looking font is used
- Font size is in the 10-12 pt. range (headers can be 14-16pt font)
- Consistency is present throughout the resume; headers and font styles are the same across the document
- Bullet points are not comprised of full sentences

TO MAKE YOUR RESUME REALLY STAND OUT, CONSIDER THE FOLLOWING TIPS:

- Add quantifiable information whenever applicable (i.e. trained up to 15 people on company policies and procedures)
- Avoid pronoun usage in document - I, me, my
- Remove all high school information from your resume by the time you reach Junior year
- Begin each bullet point with an action verb
- Include GPA if above a 3.0

OPTIONAL SECTIONS AND TIPS THAT CAN TAKE YOUR RESUME TO THE NEXT LEVEL!

Co-Curricular Involvement:

- Highlight honors, campus organization involvement, and volunteer/community service activities; mirror your “Experience” section for consistency
- Include your role (i.e. member, vice president, etc.) within any organizations you are involved and dates involved

Skills:

- Do not list soft skills (i.e. customer service, oral and written communication skills, etc.) on a resume; instead, showcase these skills throughout your resume within your various experiences
- Include technical skills such as software applications, operating systems, hardware, social media etc.) if relevant
- Language skills should be specified with the level of fluency
- If an Engineering or Computer Science major, include a projects section detailing what the project title was and what contribution you made