



# RESUME BASICS CHECKLIST

*On average, 118 individuals apply for any given job. Of those 118 applicants, only 20% are invited to interview. Follow these guidelines to make your resume stand out for the right reasons!*

**WHAT IS A RESUME?** A resume is a document used when applying for professional and academic opportunities: jobs, internships, co-ops, honor societies, and more. Your resume should be *targetted* to the specific opportunity at hand, meaning the information included in your resume should be relevant to the position to which you are applying. Consider creating a fresh version of your resume for each application such that its content is clearly tailored to that opportunity.

## FORMATTING

- **Margins:** Between 0.5 – 1”.
- **Font:** Between 10.5 – 12pt; only use simple one font throughout.
- **Name:** No larger than 22pt font.
- **Graphics, shapes, and figures:** These distract employers from your valuable experience.
- **Reverse chronology:** List your information such that the most recent information appears first.

## WHAT TO INCLUDE

- **Contact information:** Name, telephone number, professional email address, and mailing address.
- **Education:** University name, location of university, full degree title, GPA (if above 3.0), graduation date.
- **Experience:** Organization name, location, job title, months/years of employment.
- **Skills:** Only include hard skills, like programming languages, technical skills, and languages. Avoid listing skills in this section, such as interpersonal skills, organizational skills and professional qualities.
- **Awards and Honors:** Scholarships, professional and academic awards, honor societies, etc.
- **Relevant coursework:** Only coursework directly relevant to the opportunity at hand.

## WHAT TO AVOID

- **References:** There should be no mention of references, including, “References available upon request” on your resume. The organization will request a separate document for your references’ information.
- **Personal pronouns:** “I,” “me,” “we,” etc., are implied.
- **Spelling and grammatical errors:** Have a trusted individual scan your resume for typos.
- **Cliches:** Organizations are not impressed when you describe yourself with read tired phrases, such as “hardworking,” “team player,” “results-driven,” and more.

*Still need assistance? Schedule an appointment today!*

**Charger Blue**

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**EDUCATION**

**University of Alabama in Huntsville** Huntsville, AL  
*Bachelor of Science in Mechanical Engineering* Expected Graduation: May 2020

- GPA: 3.563/4.000
- Minor: Computer Engineering

**EXPERIENCE**

**Northrop Grumman** Huntsville, AL  
*Mechanical Engineering Co-op* January 2016 – Present

- Use these bulleted lists to outline your duties and accomplishments at each position you have held.
- Begin each point with a strong action verb that describes the work you accomplished and how you accomplished it; for example:
- Managed and maintained a comprehensive database of project data using Microsoft Excel.
- Also qualify and quantify your accomplishments using descriptive language and numbers when applicable, like so:
- Designed and built a one-cylinder engine intended to reduce fuel emissions and increase efficiency by 20 percent in the X5i Hybrid Vehicle.

**UAH Student Success Tutor** Huntsville, AL  
*Calculus I Tutor* October 2015 – January 2016

- Worked one-on-one with students to learn calculus concepts.
- Demonstrated patience, initiative and work ethic by completing 10 volunteer hours per week
- Assisted students with homework and preparing for tests and helped students increase test scores by an average of 15 points

**HONORS AND AWARDS**

**NASCA U-Science Poster Presentation** | *1<sup>st</sup> Runner-up* | November 2016  
**UAH Merit Scholarship** | *Recipient* | August 2016  
**StartSmart Rising Star Scholarship** | *Recipient* | August 2016

**SKILLS**

- Basic proficiency: Matlab
- Intermediate proficiency: Spanish, written and spoken
- Advanced Proficiency: Microsoft Office Suite (Word, PowerPoint, Excel, Outlook)