

✓ RESUME CHECKLIST

Understanding resume formatting & alignment to target audience can increase your chances for being selected for an interview

LAYOUT

- ☐ Line up dates on the right-hand side
 - ☐ .5 smallest margins (Layout > Margins > Narrow)
 - ☐ Use same professional font throughout (i.e., Garamond, Georgia, Aptos, Calibri, Arial)
 - ☐ 10-12pt. size fonts
 - ☐ BOLD and capitalize (or all CAPS) section headers
 - ☐ Keep to 1 page at entry level (part-time jobs, internships, full-time jobs)
 - ☐ Customize using key words (tailoring) from job/internship description or program
 - ☐ No I's, me, my, mine (omit sentence fillers)
 - ☐ Curriculum Vitae (CV) and Federal Resumes have different formats ([see resume samples](#))
 - ☐ Convert to PDF or recruiter's preferred file format
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HEADING

- ☐ First and Last Name in CAPS (14 to 20 font) (No nicknames)
 - ☐ City, State | (Area Code)-Telephone Number | Professional e-mail address
 - ☐ Incorporate link to professional profile (LinkedIn, GitHub, website, etc.)
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SUMMARY OF QUALIFICATIONS (if you choose to include one)

- ☐ Align with Preferred or Minimum Qualifications from job/internship description
 - ☐ Bulleted list of 3-5 specific strengths.
 - ☐ Quantify where applicable (how much? how many? #, \$, %, etc.)
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EDUCATION

- ☐ Include full name of university
 - ☐ Write out degree "Bachelor of Arts OR Science in _____ OR Bachelor of Business Administration in _____".
(check how degree is written in academic department [UTSA Course Catalog](#))
 - ☐ Include anticipated or completed month and year of graduation
 - ☐ List overall GPA
 - ☐ If including coursework, list only up to 4 upper level relevant course names
 - ☐ REMOVE High School in college sophomore year
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EXPERIENCE

- ☐ Refer to job/internship description responsibilities and key skills for tailoring
 - ☐ Experience Formatting Formula
 - ☐ Start with action verbs; eliminate words like that, the, a, an
 - ☐ Use present tense if still working at the job; Use past tense for former jobs
 - ☐ Include dates as month and year to month and year/ present (if currently working there)
 - ☐ Include your title, company/organization name, (position title, "Volunteer", etc.)
 - ☐ DO quantify/include numbers to provide reader the scope of your skills and abilities (#, \$, %, time)
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ADDITIONAL RESOURCES

[University Career Center](#)

[Resume Samples](#)

[ChatGPT Resume Prompts Guide](#)

[VMock](#)

FIRSTNAME LASTNAME

City, STATE | (###) ### - #### | firstname.lastname@my.utsa.edu | linkedin.com/in/firstandlastname (optional)

SUMMARY OF QUALIFICATIONS

- Emphasize skills/experience/knowledge you can offer the employer that matches the job posting
- Add relevant soft skills (e.g., Demonstrates exceptional communication skills, written and verbal)
- Additional relevant knowledge, skills, and abilities (e.g., Exhibits critical thinking in all areas of work)
- Add if you are multilingual (e.g., Fluent in English and Spanish; reading, writing, speaking)

Computer Skills: Microsoft Word Office Suite (Outlook, Teams, Word, PowerPoint, Excel), Adobe

Technical Skills: List specific tech + software platforms, programming languages, laboratory skills, statistical methods, and areas of expertise the job posting mentions that you have experience with (if you are a Computer Science or STEM major, this can be its own section)

EDUCATION

The University of Texas at San Antonio

Expected Graduation: May 2026

Bachelor of Science/Arts in LIST MAJOR HERE

GPA: #.# (List only if above 3.0)

Awards: Honor Roll Spring ####, Dean's List Fall #### & Fall ####, President's list Spring #### (if applicable)

Organizations: Student Org Name, Student Org Name

Relevant Coursework: List upper division courses (only if it closes a knowledge gap from the job posting)

EXPERIENCE

Role, Company or Organization – San Antonio, TX

Sep 2023 – Present

- Responsibilities and accomplishments achieved as it relates to job duties for role of interest
- Action-oriented + paraphrased statements, using the job posting to guide you
- What you did (action verb) + how (relevant to job duties and quantify where applicable)
- List experiences in reverse chronological order (most recent first)

Intern Role, Company or Organization – San Antonio, TX

Jun 2023 – Aug 2023

- Responsibilities and accomplishments achieved as it relates to job duties for role of interest
- Action-oriented + paraphrased statements, using the job posting to guide you
- What you did (action verb) + how (relevant to job duties and quantify where applicable)
- List experiences in reverse chronological order (most recent first)

PROJECTS

Name of project, Name of Course

Month Year

- Topic-related to position and/or skill development related
- Add what you accomplished in the project relevant to desired role
- Action-oriented + paraphrased statements, using job posting to guide you

Name of project, Name of Course

Month Year

- Topic-related to position and/or skill development related
- Add what you accomplished in the project relevant to desired role
- Action-oriented + paraphrased statements, using job posting to guide you

COMMUNITY INVOLVEMENT

Local Organization

Month Year – Month Year

- Responsibilities and accomplishments achieved as it relates to job duties for position of interest
- Action-oriented + paraphrased statements, using the job posting to guide you
- What you did (action verb) + how (relevant to job duties and quantify where applicable)
- List experiences in reverse chronological order (most recent first)

ADDITIONAL EXPERIENCE

Role, Company or Organization – San Antonio, TX

Month Year – Month Year

Role, Company or Organization – San Antonio, TX

Month Year – Month Year