



## Resume Checklist

### Remember the Three Cs:

- Clean: Your resume should look professional with no distracting or excessive design choices.
- Consistent: All your choices of font, spacing, italicizing, bolding, etc. should be consistent throughout the entire resume. For example, if you use 16-point font for your first section heading and 12-point font for the bullet points underneath, repeat those choices in the subsequent sections.
- Customized: Study the job description and research the organization to see what they value most. Highlight your experience that is most relevant/applicable to the job and employer. You only have so much room, so avoid any fluff!

### Format and Design

- Choose a format that is professional and not too busy. You can use a template as a starting point, but edit the template to make it your own.
- Make sure the format is readable and that each section is clearly labeled.
  - If the design is unorganized, or there are graphics, shapes, or other decorative elements, your resume may be filtered out automatically by an applicant tracking system or by the employer.
- Keep it to one page ideally or two pages at the very most.
  - If your resume is more than one page, each additional page should be fairly full, and everything included should be especially relevant to the position you are applying for.
  - If you are having trouble making it one page, try narrowing the margins of the document.
- Use neutral colors (such as black text and a white background) and easy-to-read fonts.
  - If you would not use the font for an academic paper, you probably should not use it for your resume either.
- Do not include a headshot unless specifically asked to.
- Remain around these parameters for font sizes:
  - Your name at the top: 18 to 24-point font, bolded
  - Section headings: 14 to 16-point font, bolded
  - Normal text (bullet points): 10 to 12-point font, not bolded

### Header

- Include your first and last name on the first line of the document.
  - Your name should be the largest text on the page.
- Under your name, include your city/state of residence, email address, and phone number.
  - Including your full address is not necessary.
  - Use a professional email address that you will not lose access to.
  - Include the phone number you are most easily reached at.

### Education

- List all your college experience, starting with your most recent college experience or your highest degree earned first.
  - If you are a transfer student, list your previous schooling and how long you attended each institution.

- If you have a college education, you do not need to list your high school education; it is assumed.
- Each education entry should include your degree earned, your major, and your minor (if applicable).
- Each education entry should also include the name of the institution, the city/state of the institution (unless it is obvious in the name), and the month/years of attendance or expected graduation.
- You can choose to include your GPA if it is notably high and any accolades associated with your education.

## Professional Experience

- Only list the work experience that is applicable to the position you are applying for and shows a relevant skill set.
  - If you have extensive work experience to choose from, but you are worried about there appearing to be gaps in your resume, you can change the title of this section to “Relevant Experience.”
  - If you have little or no relevant work experience, you should still include two or three job experiences. It is important to show you still have work experience, even if it is not particularly relevant to the job you are applying for.
  - If you have no work experience, think about experiences you do have that apply to the job and highlight them in the appropriate sections listed below.
- List your included experience starting with the most recent and ending with the least recent.
- Each work experience entry should start with a couple lines including your position title, the organization name, the city/state where you worked (or “Remote”), and the month/years employed (or month/year started to “Present” if you are currently working in the position).
- On the next line(s), include a brief description of your primary responsibilities in the position.
  - This can be a short list of bullet points describing what you did and what skills you gained from your experience. Be specific but brief, and highlight the work you have performed that matches the required duties listed in the job posting.
  - Use action verbs when describing your responsibilities, but do not use the same verb for each bullet point. Add some variety in your language so it does not sound redundant.

## Optional: Skills

- Read the job posting in depth and list your skills that apply to the position.
  - If you are applying for a job at a business firm, your list of skills will look very different from applying for a job at an elementary school.
  - Make sure you can provide examples/evidence of your skills if asked.
  - This section can be useful if you do not have much else on your resume, as it takes up space to make your resume look “fuller;” however, once you gain more work experience to add to your resume, this should be one of the first sections you remove to make room for more tangible information.
- Present your skills in a list or using bullet points.
  - You can include power/soft skills (interpersonal communication, conflict resolution, etc.) and technical/hard skills (Microsoft Excel, Java, etc.).
  - Make your skills as specific as you can. For example, listing “public speaking” tells the employer more about you than listing “communication.”

## Optional: Additional Sections (If Relevant)

- Honors and Awards

- Licenses and Certifications
- Presentations and Projects
- Activities
- Volunteer Experience
- Languages (Do not include unless you know more than one language)
  - Note: References are not necessary unless you are asked to include them in the job posting.

## **Cover Letter Checklist**

### **Format and Design**

- Just like for your resume, use neutral colors and easy-to-read fonts for your cover letter.
- You can use the same header and font style from your resume for your cover letter. This creates consistency between your documents. After the header, the rest of the document should be in 10 to 12-point font.
- Under your header, include the date you are submitting the letter.
- Under the date, include the name, title, organization, and address of the letter's recipient. If there is not a specific person receiving the letter, you can just include the organization name.
- After the recipient's address, include a salutation.
  - Use "Dear (Recipient's Name)," or "Dear (Organization Name) Hiring Team,"
  - If you are not sure of the recipient's pronouns (Ms., Mrs., Mr., etc.), use their title or full name ("Dear Director Johnson," or "Dear Alex Johnson,")
- After the salutation, include the body of your letter.
- After the body, include a professional closing remark and your name.
  - Use "Sincerely,"

### **Letter Body**

- Identify the position you are applying for.
- Explain why you are qualified for the position.
- Read the job description carefully, visit the organization's website, and conduct any more research you can on the position/organization to tailor the cover letter and cite specific examples of why you are a good fit.
- Use keywords and action verbs from the job posting in your cover letter.
- Do not extend past one page.
- Do not summarize your resume—expand beyond it.
- Do not utilize humor. Keep the tone professional and objective.
- End by appropriately expressing your gratitude for the recipient's consideration, and invite them to contact you if they have any further questions.

### **Submitting Your Resume and Cover Letter**

- When you have finished editing your resume and cover letter, proofread them several times and invite others to check them as well.
- Make sure to save the editable files so you can go back and add to them as you gain more experience.
- Always submit your resume and cover letter to employers as PDF files (.pdf).
- When you are saving and naming the files, make them easily identifiable for the employer. For example, instead of naming the file "Resume," name it "Clyde Lion\_Resume"

# Resume Sample

## CLYDE LION

Colorado Springs, CO  
(555) 123-4567  
clyde.lion@email.com

### EDUCATION

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**Bachelor of Arts in English, Rhetoric and Writing Track** | August 2022 – May 2024  
University of Colorado Colorado Springs

**Associate of Arts in Communication** | August 2020 – May 2022  
Pikes Peak State College, *Colorado Springs, CO*

### PROFESSIONAL EXPERIENCE

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**Peer Consultant** | November 2022 – May 2024

Excel Multiliteracy Center, University of Colorado Colorado Springs

- Supported students by providing academic assistance, project feedback, and college success advice
- Created, marketed, and hosted educational workshops, social events, and outreach programs
- Provided customer service and information about the center and university to students
- Maintained organization of the center's space and managed the appointment scheduling platform

**Journalism Intern** | May 2021 – August 2021

FYI News, *Denver, CO*

- Researched and wrote five published articles
- Supported junior journalists in researching, interviewing witnesses, and fact checking
- Shadowed senior journalists and received professional coaching

### VOLUNTEER EXPERIENCE

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**Archivist** | November 2021 – July 2022

Summit View Library, *Denver, CO*

- Organized library's archival collections and digitized 1,965 documents

### ACTIVITIES

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**Men's Soccer Team Member** | August 2022 – May 2024

University of Colorado Colorado Springs

- Served as Team Captain from January 2024 – May 2024

**Club Officer** | December 2020 – May 2022

Rocky Mountain Young Journalists Club, *Colorado Springs, CO*

### AWARDS

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**Chancellor's Award** | August 2022 – May 2024

University of Colorado Colorado Springs

### SKILLS

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- |                          |                               |
|--------------------------|-------------------------------|
| • Qualitative Research   | • Digital Literacy            |
| • Event Marketing        | • Interpersonal Communication |
| • Microsoft Office Suite | • Public Speaking             |

# Cover Letter Sample

**CLYDE LION**

Colorado Springs, CO  
(555) 123-4567  
clyde.lion@email.com

June 21, 2024

John Doe  
Managing Editor  
Colorado Springs Daily News  
345 Mountain View Parkway  
Colorado Springs, CO 80918

Dear Mr. Doe,

I am excited by the prospect of working for your newspaper as a Junior Sports Journalist. I believe I will be an asset to this newspaper and position, as I have knowledge, skills, and experience in both journalism and athletics.

As an intern for FYI News in the summer of 2021, I gained especially applicable experience for this position. In this internship, I learned the organizational structure and general operations of news agencies. This experience taught me the importance of growing and maintaining a strong network of contacts within the community to be the first on a story, which is something your organization consistently accomplishes. I also have extensive practice in various forms of writing and communication through my college education and experience working as a Consultant in the Excel Multiliteracy Center at the University of Colorado Colorado Springs, where I reviewed and provided feedback on hundreds of students' written and oral projects. Working in that position solidified my belief that a story's impact is dependent on the writer's voice, and I am confident in the voice I have established as a writer.

My experience as a former college athlete also sets me apart. I have always had a passion for sports and have developed a detailed and practical understanding of various games, and I am attuned to the intricacies of closely following an athlete or team as a journalist. Moreover, your newspaper is known to value reporting in a manner that appeals to wide audiences, and I believe my athletic experience combined with my knowledge and skills in varietal writing empower me to do just that. As someone who has been both the subject and author of sports news, I can approach this work from an informed vantage point.

I am readily available by phone or email if you would like to arrange an interview to further discuss my qualifications and suitability for your team. I appreciate your consideration and look forward to hearing from you.

Sincerely,

Clyde Lion