



Resume Checklist

Before starting on your resume, remember the three Cs:

- Clean: Your resume should look professional with no distracting and jarring design choices.
- Consistent: All your choices of font, spacing, italicizing, bolding, etc. should be the same throughout the entire resume.
- 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 do not add any fluff!

Format

- Choose a format that is easy to read quickly. You can use a template as a starting point, but edit it enough so it will not look like every other resume in a pile. If you choose a template from Google Docs or Microsoft Word and do not make it your own, it will be obvious.
- Keep it to one page ideally or two pages at the very most.
 - If your resume is more than one page, everything included should be especially relevant to the position you are applying for.
- Use neutral colors and easy-to-read fonts.
- 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: 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. A good example would be john.doe@email.com. A not-so-good example would be prettyprincess98@email.com.
 - Include the phone number you are most easily reached at.

Optional: Professional Summary

- This should be a brief statement, only a few sentences long, of who you are as a professional. It emphasizes your technical and power skills upfront, but it should not be like a cover letter.
 - 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.
- Tailor this section to the position you are applying for. Do not copy and paste it.

Education

- List your most recent college experience or your highest degree earned first.
- List all your college experience.
 - 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 start with 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.
- On the next line, include the degree earned, your major, and your minor (if applicable).
- 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 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, include the position title.
- On the next line(s), include a brief description of your primary responsibilities in the position.
 - This can be one or two sentences or a short list of bullet points about what you did and what skills you gained from your experience.
 - Specific responsibilities and metrics that relate to the position you are applying for are preferred. Highlight the work you have performed that matches the required duties listed in the job posting.

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.
 - If you have already included a Professional Summary, make sure this section is not redundant.
- Present your skills in a list or using bullet points.
 - You can include power/soft skills (diligent, punctual, etc.) and technical/hard skills (Microsoft Excel, Java, etc.)

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

A cover letter is a place to include experiences or anecdotes that are not on your resume. In your cover letter, you can highlight specific skills, explain relevant experiences, and discuss your motives for the position.

Format

- 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.
 - Do not use "To Whom it May Concern." Instead, write "Dear (Recipient's Name)" or "Dear Hiring Committee."
- After the salutation, include the body of your letter.
- After the body, include a professional closing remark
 - Do not use "Hugs" or "Cheers." Instead, 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 from the job posting in your cover letter.
- Use action verbs.
- 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.

Need more information or assistance?

Schedule an appointment with the [Excel Multiliteracy Center](#). We are here to provide one-on-one and group assistance to any and all UCCS students!

Resume Sample

CLYDE M. LION

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

EDUCATION

University of Colorado Colorado Springs | August 2019 – May 2021

Bachelor of Arts in English, Rhetoric and Writing Track

GPA: 3.9

Pikes Peak State College, Colorado Springs, CO | August 2016 – May 2018

Associate of Arts in Communication

GPA: 3.6

PROFESSIONAL EXPERIENCE

UCCS Excel Multiliteracy Center, Colorado Springs, CO | November 2019 – May 2021

Writing Consultant

- Collaborated on-on-one with students to provide feedback on written work
- Organized and hosted educational workshops and outreach events
- Maintained organization of the center's space and scheduling platform

The Pikes Peak Times, Colorado Springs, CO | May 2018 – August 2018

Intern

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

VOLUNTEER EXPERIENCE

Front Range Library, Colorado Springs, CO | November 2018 – July 2019

Archives Volunteer

- Organized library's archival collections and digitized approximately 5,000 documents

ACTIVITIES

University of Colorado Colorado Springs | August 2019 – May 2021

Men's Soccer Team Player

Pikes Peak State College | December 2016 – May 2018

Journalism Club Member

AWARDS

University of Colorado Colorado Springs | August 2019 – May 2021

Chancellor's Award Recipient

SKILLS

- Qualitative Research
- Event Marketing
- Microsoft Word
- Digital Literacy
- Interpersonal Communication
- Public Speaking

Cover Letter Sample

CLYDE M. LION

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

June 21, 2021

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.

I gained especially applicable experience for this position while working as an intern for *The Pikes Peak Times* in the summer of 2018. 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 newspaper consistently accomplishes. I also have extensive practice in various forms of writing through my college education and experience working as a Writing Consultant at the Excel Multiliteracy Center, where I reviewed and provided feedback on hundreds of students' written works. Working as a Writing Consultant 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.

I am also set apart by my experience as a Division II athlete. I have always had a passion for sports and have developed a detailed and practical understanding of all sports games. I am attuned to the qualities that necessitate closely following an athlete or team as a journalist. I am aware your newspaper values 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. I have been both the subject and author of sports news, so 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 M. Lion