



RESUME CHECKLIST

Contact Information

- Your First & Last Name (Larger than the rest of the text, without being distracting)
- Phone Number Professional Email Address Complete mailing address

Job Objective

- State the type of position desired and the kind of company, industry or organization for which you want to work. You may also include specific skills or abilities you have and would like to use which relate to the position for which you are applying.
- Be concise and employer centered.
- Avoid being vague but do not be so specific that you eliminate yourself from other closely related positions.
- Follows your contact information at the top of the resume.

Education

- Name of Institution
 - Location
 - Name of Degree & Major
 - Graduation Date (Month & Year)
- This section is also a good place to include your GPA (If above a 3.0), any relevant coursework, or other honors.

Experience

- Job Title
- Name of Company
- Dates Worked (Month & Year Only)
- Location
- List of Job Responsibilities/Accomplishments in bullet format (3-5 max per entry)

Campus Involvement & Volunteer Work

- Name of Organization Dates Involved Position Held (If Relevant)
- If it is a volunteer position, list the number of hours you committed.
- Can the reader tell what the organization was by the name? If not, describe your organization.

Content

- Resume is clearly tailored to the desired position, using specific keywords found in the job description.
- Writing is clear, professional, and concise. Personal pronouns such as "I," "me," and "my" are not included.

Skills & Certifications

- If necessary and relevant, separate your skills into categories (i.e. languages, software programs, etc.). This will not be necessary for everyone.
- Skills are things that can be independently verified such as being proficient in a computer programming language or being certified in a particular technique. Qualities such as being responsible, good natured, or reliable should be omitted as these are subjective qualities.

Formatting & Appearance

- Margins are set between .5-1 inches.
- Readable font, 10-12 points. Use standard type fonts such as Times Roman or Calibri.
- Resume is only one page.
- Formatting is consistent, with all dates aligned and each entry formatted identically to match others.
- Save your resume as a PDF file.

Punctuation & Grammar

- Clear and professional with no spelling or grammar errors.
- Correct verb tenses are used. Positions that have ended should use past tense.

Organization

- Headings are ordered in importance for the needs of this resume and your industry.
- Heading titles highlight relevant skills or experiences.
- Content and experience details are listed consistently, such as titles and dates.
- Experiences are in reverse chronological order (Most recent experiences first).

Tips on Submitting

- Online to an Employer's Website: Submit your resume and cover letter carefully following their specific instructions. Online submission processes vary by employer. You may need to complete an online employment application. Other documents may be requested, such as transcripts, portfolio, writing samples and professional references.
- By Email: Provide a brief introductory email and also attach your cover letter and resume as labeled PDF files.
- By Mail: Print your resume and cover letter on white resume paper. Sign your cover letter, use a 9" x 12" envelope and do not fold or staple documents.

Functional Skills and Action Verbs

Use an action verb rather than “duties included” or “responsible for.”

Team Leadership

administered
collaborated
completed
contracted
coordinated
developed
devised
directed
distributed
elected
established
evaluated expanded
implemented
initiated
introduced
led a team
maintained
managed
organized
patented
planned
planned events
rated
selected
simplified
started
recommended
regulated
works with a team

Management

Financial
accounted for
administered
advised
analyzed
balanced
booked
budgeted
compared
compiled
computed
coordinated
corresponded
defined
demonstrated
financed
implemented
maintained
proposed
prepared
purchased
reconciled
scheduled
summarized
trained

Human Resources

allocated
appointed
commissioned
designed
developed evaluated
hired
installed
instructed
interviewed
recruited
supervised

Office/Equipment/

Inventory
accepted
catalogued
contracted
controlled
coordinated
developed
executed
expanded
functioned
improved
increased
inventoried
maintained
managed
negotiated
operated
patented
produced
programmed
saved
sold
verified

Technical/ Engineer

achieved
adjusted
analyzed
appraised
assembled
assigned
assisted
calculated
calibrated
compiled
conducted
conferred
consulted
converted
coordinated
designed
developed

devised
directed
disassembled
drafted
drew
estimated
evaluated
examined
fabricated
formulated
generated
inspected
installed
interpreted
introduced
maintained
measured
modified
observed
operated
originated
prepared
programmed
provided
recommended
recorded
reviewed
selected
set up
sketched
supervised
tested

Customer Relations

advertised
assisted
greeted
handled
helped
negotiated
promoted
persuaded
responded
served
welcome

Communications

Written
authored
composed letter
designed forms
drafted
edited
prepared
published
revised

Oral

addressed
conducted
influenced
instructed
interpreted
lectured
presented
spoke to
taught

Performing

attended
participated
performed
presented
scheduled
selected
supervised
trained

Human Relations

Interpersonal

assessed
conducted
corresponded
counseled
demonstrated
determined
documented
educated
encouraged
empowered
examined
explained
followed-up
implemented
informed
instructed
interpreted
interviewed
monitored
motivated
negotiated
observed
provided
recommended
recruited
taught
translated
tutored

Organizational

advocated conferred
consulted
facilitated
led
presented
referred
represented

Leadership (Office Held)

acted
advised
analyzed
arranged
assisted
collected
compiled
conferred
coordinated
delegated
designed
developed
directed
disseminated
evaluated
explained
maintained
managed
participated
performed planned
prepared
presided
promoted
purchased
recorded
recruited
represented
reviewed
revised
scheduled
selected
sent
supervised visited
welcomed

Multicultural

lived in #
cities, states,
countries
speak, read, or
write foreign
language
experienced work in
(name
country)
interpreted
observed
different
work
environments
translated

Basic Resume Tips:

- *Be neat and proofread carefully!
- *Be honest.
- *Keep it brief—for most college students, a one page resume is appropriate.
- *Use high-quality white or off-white paper.

Career Services

Conference Center Room 104

482.1444

career.louisiana.edu

Sample Resume**CAYENNE PEPPER**

Lafayette, Louisiana

337.482.1444

cayenne.pepper1@louisiana.edu

OBJECTIVE

Seeking a challenging intern position in the marketing field utilizing strong communication, design and research skills.

EDUCATION**University of Louisiana at Lafayette**

Bachelor of Science in Business Administration, Marketing

May 2022

GPA: 3.2/4.0

- Relevant Courses: Sales Management, Marketing Research, Media Graphics, Public Speaking
- Honors/Awards: Dean's List (Fall 2020. Spring 2021)

TIP: Listing coursework is helpful, especially if you do not have related experience.

EXPERIENCE**Sales Associate***JC Penney Department Store | Lafayette, Louisiana***October 2019 - Present**

- Promoted to Lead Sales Associate after three months of employment.
- Achieved Customer Satisfaction Award.
- Train new employees.
- Design displays to effectively market new clothing lines.
- Assigned to buyer for six weeks, including trip to New York market.
- Use effective communication skills and an emphasis on customer satisfaction to consistently meet department quotas.

TIP: Describe your duties/responsibilities & what you accomplished using concise, powerful phrases, which begin with action verbs. Do not use personal pronouns and do not write in complete sentences.

Promotional Assistant*Old Navy Department Store | Lafayette, Louisiana***August 2018 - October 2019**

- Interacted with hundreds of men, women and children while giving away promotional items for a statewide 4th of July promotional event.
- Worked cooperatively with a group of fifteen co-workers to plan and execute various activities for customers.
- Created appealing displays to promote items.
- Assessed effectiveness of displays and made changes when necessary.

Research Assistant*Texas Medical Center | Houston, Texas***Summers 2017 - 2018**

- Selected from 150 applications to participate in research project.
- Gathered and processed statistical data from numerous participants that was ultimately used in a nationwide survey.

ACTIVITIES**Pi Sigma Epsilon | Member****December 2019 - Present****Delta Delta Delta Sorority | Member****August 2018 - Present****SKILLS**

Microsoft Word, Excel, PowerPoint, Publisher

TIP: List activities which demonstrate skills & accomplishments relevant to the job. Emphasize leadership roles. Do not use abbreviations.



COVER LETTER CHECKLIST

What To Include:

- The same contact information as your resume
- A consistent look
- Paragraph sections (i.e., salutation, opening, main body, closing)
- A length of about half a page
- Your key skills (customized to the job for which you're applying)
- Reason why you would be best for the position

What To Omit:

- Avoid "To Whom It May Concern," "My name is," "I am writing to express my interest in," "I'm probably not the best candidate, but," and "I am applying for the role of [title] at [Company]"
- Never reuse a cover letter
- Don't repeat your resume

Design Elements:

- Keep it short
- Keep it succinct
- Use one-inch margins
- Use numbers and metrics
- Avoid graphics
- Use an appropriate font style, size, and color
- Format appropriately
- Use a common document type
- Include white space
- Use boldface for emphasis

Spelling, Grammar, and Punctuation

- Use action words
- Pay attention to details
- Ensure a punctuation and capitalization is consistent and correct
- Employ a friendly but professional tone

Bonus Tips for an Outstanding Cover Letter

- Get to know the company's culture and make sure the tone of your letter reflects it
- Focus on your work experience rather than your education
- Use an active voice instead of a passive voice
- Show interest and enthusiasm about what you have to offer and what the company is doing
- Write like a real person and be yourself (not fake or too formal)
- Stay positive and focus on your strengths; don't apologize for not having the right experience

SAMPLE COVER LETTER/APPLICATION LETTER

123 Main Street
Anytown, LA 70000

February 12, 2017

Ms. Jane Smith, HR Manager
XYZ Company
789 University Street
Anytown, LA 70000

TIP:

State why you are writing, what you are applying for and how you learned of the position. Grab the attention of the reader by providing information to show your interest.

Dear Ms. Smith:

I am applying for the Marketing Intern position that was recently advertised with the University of Louisiana at Lafayette Career Services. With my experience, academic background and career interests, I believe I would make an excellent addition to the marketing team and XYZ Company.

Your position requires skills in communication, research and teamwork. My strong communication and marketing skills have proved to be valuable assets at two major retail chains. As a Sales Associate with JC Penney Department Store, I achieved the Customer Satisfaction Award and was promoted to Lead Sales Associate after only three months of employment. This recognition is awarded to individuals with outstanding customer service and leadership skills, sales ability and teamwork efforts. At Old Navy Department Stores, I worked as part of a team of fifteen to plan and execute marketing strategies for promotional items. Additionally, you will find my research background at ABC Medical Center valuable in successfully completing marketing projects. The enclosed resume will describe my experience in greater detail.

TIP:

Refer to your resume, drawing attention to your most relevant experience(s) and skills. Point out achievements. Show that you did your homework and stress your interest in the job.

It is evident from your website that XYZ Company is transforming the industry with global expansion and technological advancement. I am anxious to be a part of such an innovative team. I am confident that I can make an immediate contribution to the department and am willing and eager to learn additional skills that would benefit the company. Moreover, the internship will be a great learning experience, allowing me to apply my academic studies to a real-world work environment.

I would appreciate the opportunity to meet with you to discuss the possibility of joining XYZ's Marketing Department. In the meantime, please feel free to contact me at (337) 555-4444 for additional information. Thank you for your time and consideration.

Sincerely,

Cayenne Pepper

Enclosure: Resume

TIP:

Initiate follow-up and show appreciation. SIGN your letter. Note that you have enclosed resume.