Resume Checklist

Heading

- First and last name
- Phone number
- Email
- City and state (example: Omaha, NE)

Education

- Full exact name of school
- Location of school
- Name of degree graduated with or working towards
- Concentrations listed if applicable
- Year started and graduated on the right side (Can be expected graduation date)
- Reverse chronological order of education date
- No high school information after the second year of college

Work Experience

- Position title
- Name of company
- Location of company (city and state)
- Month and year started and stopped on the right side
- At least 3 bullet points for each position (use the 5-step process in the career resource guide)
    - What: Write down the major tasks and projects you completed
    - Why: Identify the overarching goal or purpose of each item
    - How: Provide specifics details about the tasks you completed
    - Action verb: Select a powerful action verb that helps demonstrate what you did
    - Create: Combine the steps in a short, detailed description, focusing on outcomes
- No more than 5 bullet points for each position
- Start the sentence of each bullet point with an action verb
- No “I” statements

Other Sections

- Make sure other sections are specific and necessary
- Give exact details when applicable
- Make sure bullet points follow the 5-step process listed in career resource guide
- Level of fluency of different language(s) if applicable

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Cover Letter Tips

Here are some tips for writing a good cover letter:

- **Tailor your cover letter to the specific job you are applying for**. Take the time to read the job description carefully and highlight the skills and experience that are most relevant to the position. Then, use your cover letter to explain why you are a good candidate for the job and how you can contribute to the company.
- **Explain why the specific job or company is different from others**. Be sure to explain in your cover letter why you are interested in this particular job or company.
- **Start with a strong opening statement**. Grab the hiring manager's attention by clearly stating why you are interested in the job and what you have to offer. You can do this by sharing a relevant accomplishment, expressing your passion for the company's mission, or highlighting a unique skill or experience.
- **Be specific and provide examples**. Don't just tell the hiring manager that you are a hard worker or that you have excellent communication skills. Show them by providing specific examples of times when you have demonstrated these qualities.
- **Clearly state how your skills are going to be used in this position.** Outline exactly how your current or previous skills will be utilized for the position you are applying for.
- **Be concise and to the point**. Hiring managers are busy people, so they don't have time to read long, rambling cover letters. Aim to keep your cover letter to one page.
- **Proofread carefully**. Make sure your cover letter is free of any grammar or spelling errors. You can ask a friend or family member to proofread it for you, or you can use a grammar checker.

Here are some additional tips that can help you write a stand-out cover letter:

- **Use the same header in your cover letter that you used in your resume**. Also, make sure you include your email and phone number at the bottom of your cover letter for easy reference.
- **Use keywords from the job description throughout your cover letter**. This will help your cover letter get noticed by applicant tracking systems (ATS).
- **Quantify your accomplishments whenever possible**. This will help the hiring manager see the impact of your work.
- **Be enthusiastic and positive**. Show the hiring manager that you are excited about the opportunity and that you would be a valuable asset to the company.
- **Address the cover letter to the hiring manager by name**. This shows that you have done your research and that you are genuinely interested in the job.

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