For approval on Hire-A-Niner, your resume must consist of the following elements:

<u>REQUIRED</u>
Heading/Contact Info:

- ☐ Contact Info: Email, Phone
- ☐ Contact information is listed at the top of the document
- ☐ Email Address is professional

Education:

- ☐ Full name of institution is listed (i.e. the University of North Carolina at Charlotte or UNC Charlotte)
- ☐ Title of your degree is spelled out (i.e. Bachelor of Science); major is included if declared
- ☐ Your expected graduation date is included

Experience:

- ☐ Job title, company/organization name, city, state and date range are present for each responsibility/activity
- ☐ A bulleted description of responsibilities, accomplishments and/or transferable skills are incorporated for each experience provided
- ☐ Experiences are listed in reverse chronological order in each section

Formatting:

- ☐ Resume is one page (if you have significant professional or leadership experience, or you are a graduate student, two pages can be appropriate)
- ☐ Document is free of spelling errors and grammatical issues
- ☐ Easy-to-read, professional looking font is used
- ☐ Font size is in the 10-12 pt. range (headers can be 14-16pt font)
- ☐ Consistency is present throughout the resume; headers and font styles are the same across the document

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The following are optional sections and tips that can take your resume to the next level!

<u>OPTIONAL</u>
Co-Curricular Involvement:

- ☐ Highlight honors, campus organization involvement, and volunteer/community service activities; mirror your "Experience" section for consistency
- ☐ Include your role (i.e. member, vice president, etc.) within any organizations you are involved and dates involved

Skills:

- ☐ Do not list soft skills (i.e. customer service, oral and written communication skills, etc.) on a resume; instead, showcase these skills throughout your resume within your various experiences
- ☐ Include technical skills such as software applications, operating systems, hardware, social media etc.) if relevant
- ☐ Language skills should be specified with the level of fluency
- ☐ If an Engineering or Computer Science major, include a projects section detailing what the project title was and what contribution you made

To make your resume really stand out, consider the following tips:

General:

- ☐ Add quantifiable information whenever applicable (i.e trained up to 15 people on company policies and procedures)
- ☐ Avoid pronoun usage in document - I, me, my
- ☐ Remove all high school information from your resume by the time you reach Junior year
- ☐ Begin each bullet point with an action verb
- ☐ Include GPA if above a 3.0

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