

## Resume Checklist

### CONTACT INFORMATION

- Name** – Make sure your name is **bold** and a couple point sizes bigger than the rest of your resume text so it stands out. It's not necessary to include your middle name or initial unless it is how you prefer to be addressed. It's OK to use your nickname, like "Dave" instead of "David" if that's how you prefer to be addressed.
- Address** – It's your choice whether or not you want to include your address. It's not necessary. Resumes usually include an address, at least the city and state. If you include an address, only list one.
- Phone Number & Email** – Both of these are necessary. Only use one of each to avoid confusion (primary).
- LinkedIn** – Recruiters will search for you on LinkedIn. If you have an account, you can make it easier for hiring personnel to view your profile. [Learn how to create a custom URL here](#) If you don't have an account, consider creating one. We suggest [developing your profile](#) a bit before listing it on your resume.
- Github** – If you have a Github account (Mainly for CS majors) and have work to show off, list your URL on your resume. This also applies if you have a personal website which includes a portfolio of your work.

### SUMMARY/PROFILE

- The "Objective" statement is falling off of professional resumes in place of a "Summary" or "Profile" statement instead. These days, recruiters usually know what you are applying to, so they would rather know what makes you stand out as a candidate instead of telling them what they already know, namely that you are looking for an internship or job related to your major or field of study. This section of the resume is optional, but can be very beneficial. Learn more about creating an effective Summary/Profile statement [here](#)

### EDUCATION

- School** - Most current school should be listed first, UIC. List the location
- Major** - Spell out the entire major: "Bachelor of Science in Electrical Engineering"
- Graduation Date** - List your "Expected" or "Anticipated" graduation date. Update as necessary.
- GPA** - Include your GPA if it is 3.0 or above. This is a standard practice. If only your major GPA is above 3.0, title it as so, Major GPA.
- Coursework** - Only include relevant coursework if it is directly related to what you are pursuing. Coursework can also be included in the bottom of your resume in order to highlight more relevant info first.

### SKILLS/TECHNICAL SKILLS

- List any skills you have acquired that are relevant to your major or field of study. (Example: MATLAB, SolidWorks, AutoCAD, Excel, etc.)
- List any languages you speak if you are at least at a conversational speaking proficiency.
- CS and Computer Engineering Majors:* You can break down your skills into separate categories: Languages, Operating Systems, IDE'S, Hardware, Software, etc. Recruiters really appreciate this, and almost expect it.

### EXPERIENCE (Internships, Assistantships, Jobs, Volunteer work)

- Descriptions for different work experiences should have similar formatting. Learn how to construct effective employment descriptions [here](#)

### ACTIVITIES/ORGANIZATIONS (Including engineering societies)

- List any on-campus or off-campus groups, clubs or organizations in which you are a member. The more details you provide, the more it shows your involvement. Simply listing the name of the organization shows little to no involvement. Include dates.

## **PROJECTS**

- Listing school or personal projects on your resume is a great way to make up for any lack of internship or work experience related to your major or field of study. Provide details that demonstrate your role in the project and the outcome. Even with internship or work experience, listing projects helps provide more support for your work experience.

## **HONORS/AWARDS**

- You can highlight any academic or professional honors or awards you have received. If you are part of the Honors College or on the Dean's List, you can mention in this section or in your education section.

## **INTERESTS**

- This section is strictly optional and should only be included on your resume if you have extra space to fill. Interests should be geared toward your field of study or activities that are stimulating to you. Watching TV and playing video games do not look attractive in this section.