UIC ENGINEERING
Engineering Career Center

UIC Engineering Resume Checklist

Format & Appearance

- ☐ Most resumes need to be one page long; unless you have many years of work experience, aim for one page.
- ☐ Margins 0.5" to 1.0" are acceptable; use font size 10-12 with professional font styles like Calibri, Arial, etc.
- ☐ Refrain from using paragraphs on the resume; instead, use bullet points to show your accomplishments.
- ☐ A blank space (keyboard return) should separate each category to make it easier to read.
- ☐ Proofread your resume to fix grammar, punctuation, and spelling errors.
- ☐ Reverse chronological order is needed in each section; the most recent job or experience is listed first, followed by previous experiences within each section.
- ☐ Be consistent with font, size, and styles.
- ☐ If a bullet point continues onto a second line and one word takes up the whole line, make the bullet point more concise. For example, remove "and" or "the" and use the hyphen or dash symbol."
- ☐ Avoid using columns. Columns can disrupt the left-to-right reading flow and can lead to misinterpretation of the information on your resume. (This makes it easier for Applicant Tracking Systems (ATS) to scan and interpret your content.)
- ☐ Ensure your resume is easy to read by using simple colors, like black or dark gray. Other colors can distract the reader from the content of your resume. (Certain colors may not be processed correctly by ATS software.)

Personal Contact Info

- ☐ Include name, one professional email, phone number, city, and state of your location. Consider including portfolio and/or professional website links for LinkedIn, GitHub, etc. Hyperlink websites if possible.
- ☐ Refrain from including personal information like Social Security #, headshot photos, marital status, etc.
- ☐ First and last names should pop out. Sizes 14-16 font are appropriate.
- ☐ Use simple formatting: avoid using borders, headers for contact information, shading, and symbols. (This makes your resume ATS-friendly.)

Summary- Should you create a Summary or Profile section after your name and contact information?

- ☐ A Summary section is useful for someone with a great deal of relevant experience.

Skip the summary section if you don't have enough relevant experience. If you have sufficient relevant experience, include a summary section. The section can be called "Professional Summary" or "Summary of Qualifications."

- ☐ A Summary includes your qualifications that meet the job requirements, not general details about you as a person.
- ☐ The Summary section allows a job seeker to take something from their past and move it up to the top of their resume, demonstrating how they meet at least 3 job requirements.
- ☐ Use individual bullet points to explain how you meet at least 3 job requirements. Match your experiences with their requirements.

Education – Usually follows the Summary section at the top of the resume

- ☐ Use the official name of colleges and universities attended, including the city and state.
- ☐ Reverse chronological order, if more than one school is listed, UIC comes first because it is the most recent.
- ☐ Include the Expected Completion date of your degree, with the month and year expected (Refrain from listing start-end date).
- ☐ Use the official name of your degree and major
    - Example:
      University of Illinois Chicago (UIC)
      Bachelor of Science in Computer Science **Expected Completion: May 2028**

- ☐ A GPA from UIC should be included if it is a 3.0 or higher.
- ☐ Listing relevant coursework is optional and should have the name of the course, but not course number.
- ☐ Freshmen and Sophomores have the option of listing high school; if a student has achievements or attended a prestigious school, then it can be listed below UIC. After freshmen/sophomore year, high school should be removed.
    - Example:

      St. Ignatius College Prep – Chicago, IL June 2026

      GPA 3.5/4.0

Skills – Usually listed after Education at the top

- ☐ Refrain from listing soft skills or personality traits, these are over-used and do not provide value to the reader, e.g. organized, responsible, creative.
- ☐ There is no need to list soft skills. Soft skills are demonstrated through bullet points in your experience sections.
- ☐ Technical Skills section includes names of software and other skills such as: fabricating, welding, C++, Java.
- ☐ Certifications with the year obtained.
- ☐ Spoken languages with the level of ability (fluent, conversant or proficient) should only be included if you think your language skills would be utilized in the job or internship you are applying to.

Experience Sections

- ☐ Use specific headers like **Internship Experience**, **Projects**, **Work Experience**, **Relevant Experience** (relevant to your major or the job/internship), **Research Experience**, **Leadership**, **Volunteer Experience**, **Professional Affiliations** (Engineering Organizations), etc.
- ☐ Include the name of the company, organization, or school where this occurred, and city and state for each listing.
- ☐ Job title can be listed above or below the company/organization name; be consistent with each entry.
- ☐ Months and years spent participating or working for each company or organization should align with the right side of the page.
    - Example:

      INTERNSHIP EXPERIENCE:

      Molex – Chicago, IL **September 2025 - Present**

      Quality Assurance Engineer Intern

Awards or Honors – Usually toward the bottom of the resume

- ☐ Could include scholarships earned; provide the name of the organization and the year obtained.
- ☐ Could be listed under the Education section if the award, scholarship, or honor is academically based.

Bullet Points

- ☐ Individual bullet points need to be used rather than paragraphs.
- ☐ If a job/internship/volunteer experience has ended, all verbs must be in the past tense (e.g. Managed, Supported, Created).
- ☐ If a job/internship/volunteer/research experience is still in progress, as evidenced by a date range such as "September 2022-Present", most action verbs need to be in the present tense (e.g. Manage, Support, Create).
- ☐ Try to create a minimum of 2-3 bullet points per work or project.
- ☐ Bullet points do not include personal pronouns, e.g. "I," "we," or "my."
- ☐ Bullet points are accomplishment statements that are comprised of:
    - Action-oriented verb + detail about what you did + software/hardware/coding languages/technical tools/skills that you used + outcome, result, or impact of this accomplishment

  Before: *Assembled new bicycles*

  After: *Assembled up to 35 new bicycles of all classes in a month and applied carbon fiber treatments*
- ☐ Tailor your resume to the position you are applying using language from the job description. Use relevant, targeted keywords and phrases if you have experience using them. Be honest and do not include skills if you haven't used them. For example, you won't add CAD to your skills and experiences if you have zero knowledge of it. (By using relevant keywords and phrases, you are making your resume easy for ATS to interpret your resume and understand your qualifications.)